

<b>JOB DESCRIPTION</b>
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**School:** Telferscot Primary School

<b>SECTION A:</b> Reporting to: School Business Manager
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Job Title:	Premises Officer
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Grade:	Scale 4
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<b>SECTION B:</b> Responsible for: Staff Supervised
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This role is a non-supervisory position.

<b>SECTION C: PURPOSE OF POST</b>
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The Premises Officer is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- Promoting health and safety around the school
- Overseeing the lettings, all long-term and ad hoc bookings are covered with staffing and ensuring all paperwork is received prior to the booking.

<b>SECTION D: Main duties and Responsibilities/Functional Links</b>
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**A. 1. General duties**

- Maintain the general school premises, furniture and fittings, and report any issues to the School Business Manager.
- Carry out small repairs and DIY projects
- Report urgent repairs to the School Business Manager/Headteacher in a timely manner and liaise with contractors regarding any emergency work when necessary.
- Carry out portorage duties, such as moving furniture and equipment around the school
- Oversee the lettings of the school site; communicate with hirers, ensure paperwork is received prior to the booking, liaise with the Finance Assistant regarding payment and ensure a staff member covers the session.

**2. Cleaning**

- Carry out daily cleaning and ad-hoc duties, such as litter picking, toilet checks and arranging the disposal of waste

- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

### **3. Security**

- Maintain the security of the school premises as a key holder.
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the headteacher on all matters relating to school security and safety

### **4. Health and safety**

- Ensure a safe working and learning environment in accordance with relevant legislation
- Support the Senior Premises Manager to record regular health and safety checks, including on play equipment, safety equipment, and any hazards on school premises; report any problems to the School Business Manager.
- Provide safe access to the school in cold weather conditions
- Make sure all members of the team follow health and safety procedures
- Ensure contractors and external visitors comply with security and health and safety while on school premises
- Monitor the work of contractors, ensuring safe working practice and quality of work

### **5. Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals

- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

## **B. Functional Links**

The Premises Officer will need to liaise with the SLT, and some contractors and local authority employees.

### **Equal Opportunities**

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

### **Safeguarding**

- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

### **Health and Safety**

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

### **Data Protection**

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

<b>SECTION E:</b>	Other relevant matters
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None.

<b>SECTION F:</b>	Signatures – Job Description discussed and agreed
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Signature of Post Holder: .....

Date: .....

Signature of Supervisor:.....  
(Line Manager)

Date: .....

<b>PERSON SPECIFICATION</b>
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**School:** Telferscot Primary School

**Job Title:** Premises Officer

**Directorate:** Schools Human Resources

**Grade:**

		Shortlisting Criteria
<b>Key Knowledge</b>	<p><b>Please note that the following examples are suggestions only:</b></p> <p>K1 Full working knowledge of relevant polices/codes of practice/legislation</p> <p>K2 Knowledge of basic DIY skills.</p>	<b>E</b> ✓✓
<b>Relevant Experience</b>	<p><b>Please note that the following examples are suggestions only:</b></p> <p>E1. Experience of working within local education authorities.</p> <p>E2. Experience of premises management to support the day to day operation of an establishment/company</p> <p>E3. Experience of working with contractors.</p>	<b>E</b> ✓✓

	E4. Experience of managing health and safety.	
<b>Qualifications/ Training</b>	<p><b>Please note that the following examples are suggestions only:</b></p> <p>Q1. Appropriate qualification or experience of premises management to support the day to day operation of an establishment/company</p> <p>Q2. Desire to enhance and develop skills and knowledge through CPD.</p>	
<b>Key Competencies</b>	<p>A2 TEAMWORKING - Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues. Able to follow direction and work in collaboration with other teams/line management.</p> <p>A4 COMMUNICATING IN WRITING - Conveys written information clearly and accurately to a wide range of recipients.</p> <p>A5 COMUNICATIING ORALLY - Speak confidently, conveying clear messages to wide range of listeners.</p> <p>A8 MAKING DECISIONS - Embraces responsibility for identifying sound and effective solutions to a variety of different problems.</p> <p>A9 PLANNING &amp; MANAGING ACTIVITIES - Effectively manages own workload, prioritising effectively and consistently meeting deadlines.</p> <p>A16 DELIVERING RESULTS - Embraces responsibility and displays a capacity for driving issues forward.</p> <p>CS10 RESPECTING DIVERSITY - Seeks to develop an understanding of different groups &amp; individuals and ensures equitable and appropriate treatment for all.</p> <p>CS15 WORKING WITH CUSTOMERS - Committed to securing the best possible service and outcomes for customers.</p> <p>CS20 MINIMISING RISK - Retains an awareness of the work environment, ensuring that the safety of customers, colleagues, and self is paramount.</p>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E ✓✓</b></p> <p><b>E ✓✓</b></p> <p><b>E</b></p> <p><b>E ✓✓</b></p> <p><b>E ✓✓</b></p>

Physical Requirements	Be reasonably fit to carry out the duties of the job. Able to carry out some manual handling and lifting. Able to carry out work at high levels using appropriate equipment.	
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