



JOB DESCRIPTION

JOB TITLE: PREMISES AND FACILITIES OFFICER 2023 (PRIMARY HUB)

GRADE: F £25,119 - £26,725

REPORTS TO: HEADTEACHER

PROFESSIONAL

SUPERVISION: CHIEF ESTATES DEVELOPMENT OFFICER

WORKING WITH: The Headteachers and local premises teams across the designated academies in order to ensure that duties may be carried out efficiently and effectively.

PURPOSE OF THE JOB

To work under the management of the Headteacher to ensure that the designated schools buildings and facilities are maintained to the highest possible standard. You will provide a high level of customer service and ensure the safety, cleanliness and security of the premises which in turn enables the students and staff to have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities.

The Premises Officer will work hours as arranged with the Headteachers and Chief Estates Development Officer to achieve optimum use of our school's resources. This will involve working at Sussex Learning Trust sites in the Haywards Heath and the Mid-Sussex area.

Duties

Caretaking and Cleaning

- To ensure that satisfactory levels of repair, cleanliness and hygiene are maintained with regard to buildings, external walkways, drives, playgrounds, drains/gullies, car parks, playing fields, gardens and ensuring that all graffiti is removed promptly. This will include line management of the cleaning team at Warden Park Primary Academy.

- To ensure that the internal and external environment of the school is kept safe and well maintained and that pathways are clear of leaves, gritted or salted when required during wintry conditions.
- To be responsible for the movement of large items of furniture and equipment within the premises and school site.
- To be responsible for the distribution of deliveries of orders to ensure that supplies and equipment required by students and staff are available when needed.
- To be responsible for the ordering of and appropriate use of cleaning supplies, equipment and spares and to update the records relating to them.
- To carry out cleaning following accidents, sickness or spillages, and litter picking and emptying of bins as required, seasonal clearance of leaf debris, moss and snow to ensure the academy is a clean, safe, healthy and comfortable place for all to work in.
- Full maintenance of the academy's grounds to ensure that they are attractive, clean and provide appropriate facilities for student and staff relaxation and enjoyment. Particular tasks include but are not limited to: maintaining fencing, paved/concreted areas, signs, furniture, and litter bins.
- Ensure that there is a high standard of cleaning in toilets, dining, all common areas during times not covered by cleaning contractors.
- To ensure the responsible use, operation, care and maintenance of all equipment, PPE and tools associated with maintenance work and cleaning.
- To ensure that office and other working areas are kept clean, safe and accessible to work in at all times and to ensure that all contractors comply with this instruction.
- Deliver a scheduled programme of minor works and undertaking general maintenance as directed (and related to personal skills e.g. plastering/decorating/carpentry) ensuring that the academy is maintained in a state of good repair.
- To facilitate the delivery of works carried out by 3rd Party contractors when required. This will include raising quotes and booking in visits at the appropriate sites.
- Carry out such other work as may be appropriate to the role and commensurate with experience, training and Risk Assessments..

Academy Events, Activity Programmes and Lettings

- To assist colleagues with the set up, customer service, and effective operation of the lettings operation and the use of the site by the local community
- To assist, in conjunction with other staff, the co-ordination of all uses of the school site.
- To assist in the preparation of the facilities as required for academy and external events. This may occasionally include weekends on request.

Security

- To ensure security of buildings and premises at all times when on site and to comply with any special security requirements as outlined from time to time by the Headteachers and Leadership Teams
- Ensure the Academies have appropriate levels of security when on duty
- To assist in maintaining and operating the key register systems
- To occasionally assist with emergencies which occur outside of normal working hours and to monitor the security/safety of the premises

Health and Safety Compliance

- To comply with Health and Safety legislation, policies, risk assessments and good health, safety, welfare and safeguarding practice in relation to the use of the academy premises and grounds and own duties and responsibilities
- Report any breaches of safety regulations/policies or other safety concerns noticed to the Chief Estates Development Officer as appropriate to enable the academy buildings and grounds to be safe and healthy places for students, staff and others to use. To report to the Chief Estates Development Officer any contravention of Health and Safety at Work Regulations that could be detrimental to health, safety and well-being of students, staff and visitors
- To be instructed in H & S at Work matters
- Input into the fire risk management to include supporting the evacuation of staff/students/visitors



- To maintain all relevant logs, records and information as required by the Headteacher and Trust

Environmental Control

- To take part and carry out waste disposal and recycling processes, energy efficiency and other sustainability initiatives that promote the reduction in costs and carbon footprint
- Liaise with external contractors regarding removal of waste materials and recycling

FLEXIBILITY STATEMENT

The list of duties in this job description should not be regarded as exclusive or exhaustive. The academy environment is a dynamic one and changes in working practises occur on a regular basis, the candidate should be resilient to change and show a willingness to adopt and champion new practises. As a term of your employment you may be required to undertake various other duties as may reasonably be required and are commensurate with the level of the post holder.

Your duties are set out in the above job description, but please note that Warden Park Academy and Sussex Learning Trust maintains the right to update your job description from time to time, to reflect changes as outlined above and also to your role. You will be consulted about any proposed changes.

Confidentiality:

The Premises & Facilities Officer is required to respect the confidentiality of all matters relating to the Trust, and Warden Park students and staff.

THIS POST IS SUBJECT TO AN ENHANCED DBS CHECK

SIGNED:



DATE:

PERSON SPECIFICATION

POST TITLE: PREMISES & FACILITIES OFFICER

RESPONSIBLE TO: BUILDINGS & FACILITIES MANAGER

Qualities/Qualifications/skills/experience

- Previous facilities, security and school or other caretaking experience desirable but not essential
- Building maintenance qualifications are desirable, but maintenance and cleaning experience is essential along with general DIY experience
- Basic knowledge of Health and Safety Legislation and requirements desirable
- Physically fit and healthy
- Experience in routine maintenance, painting/decorating and gardening desirable and/or experience in plumbing, general and ground maintenance, electrical/building maintenance, heating systems
- Full current driving licence desirable but not essential
- Ability to maintain digital records

Personal Qualities/Attributes

- A positive, proactive, friendly and flexible attitude as well as a capacity to relate well to adults and young people.
- Able and willing to demonstrate a high level of customer service.



- Ability to deal with emergencies outside of normal working hours
- A willingness to learn new skills, complete training and contribute ideas
- A willingness to be solution focussed in a dynamic academy environment where change is constant
- Ability to work as part of a team and be self motivated
- Commitment to equality and diversity

Desirable Qualifications/knowledge/training

- Experience of working within an educational environment
- Willingness to qualify as a minibus driver if required.
- Appropriate NVQ qualifications.