

Job Description

Post Title:	Premises Officer
Purpose of Post:	To carry out the opening/locking of the whole site in accordance with the daily operational hours required. To undertake a wide variety of repairs, maintenance, and grounds duties around the site as well as work associated with larger refurbishment projects as part of a team of Premises Officers. And to carry out first aids as part rota system between the premises team. To liaise with all stakeholders of the school and have a flexible approach to always meet the requirements of the school.
Reporting To:	Premises Manager
Salary / Grade:	Grade 7 (points 11-14)
Hours:	7.30am – 4.00pm Monday to Thursday, 7.30am – 3.30pm Friday The shift pattern is subject to change in accordance with the operational needs of the school. Occasional cover for school events and covering absence within the team will also be required and may include evenings and weekends.
Main (Core) Responsibilities	
REPAIRS AND MAINTENANCE - Carry out planned and reactive repairs, maintenance and refurbishment on site as required, including but not limited to general decorating, carpentry, slabbing, and basic plumbing. - Investigate any reported issues and identify the most efficient and cost-effective solution.	
SECURITY AND SAFEGUARDING - Overall security of premises and contents throughout the school. - Securing blocks as soon as possible and activate alarm zoning system. - Operate security alarm system and respond to emergency callouts as necessary. - Liaise with agency appointed as keyholders out of hours, to attend site as requested to co-ordinate emergency repairs and help secure the premises. - Lock and unlock gates in accordance with daily requirements. - Checking, closing, and locking windows when conducting final checks on a daily basis. Report any regular occurrences of rooms being left in a vulnerable state. - Take action to prevent trespass, unauthorised access, and parking. - Carry out emergency security repairs where possible or arrange via appropriate Contractor. - To be on call for any inclement weather conditions that may require all staff to carry out gritting to clear snow/ice around site to enable the school to remain open.	
EVENTS/COMMUNITY - Liaise with all users of the site to ensure the venue is to required standard and address any concerns. - Ensure all venues are open and ready for the time of hire in accordance with the Evening Booking Sheet.	

- Ensure all equipment specified is available and set up ready for the hire duration and return to storage at the closure of each booking.
- Check the booking sheet for any alteration to the room layout and preparing areas as necessary in good time and returning the room ready for the next day after use.
- Ensure all rooms are left in a clean and tidy manner.
- Check electrical equipment brought in by the hirer has a valid Portable Appliance Test certificate.
- Report any excessive overrun or any other anomalies to the hirer as additional charges may be incurred. Recording details on the booking document.
- Carry out Main Hall setup procedures for all events.
- Suggest improvements to operational and marketing procedures to increase community use.

ENERGY MANAGEMENT

- To operate the energy management system and ensure system is programmed in preparation of school bookings.
- To operate heating equipment in selective external buildings.
- To know the location of main stop cocks and valves and main electricity breakers.
- Turn off unnecessary lighting and ensuring all lighting is switched off before leaving the site.
- Turn off all computer equipment during final checks.
- Record meter readings weekly.

LIGHTING

- Replace light bulbs, starter, diffusers as required.
- Replace, re-fuse or fit plugs.
- Switch off unnecessary lighting were noticed and all lighting at the end of the working day.
- To operate emergency lighting system, dealing with any fault or report to line management as necessary.

CLEANING

- Carry out litter picking duties as necessary to ensure the appearance of the site is always maintained.
- Undertake general cleaning duties as required.
- Transport all refuse daily to the specified skips.
- Use of mechanical litter machine externally as required.
- Maintain levels of toilet requisites as required for evening and weekends.
- Being the first point of contact for cleaning staff ensuring duties are carried out, in the absence of the Cleaning Supervisor.

PORTERAGE

- Receive and transport goods and supplies around site.
- To carry out the movement of furniture and heavy equipment as required by line management.
- Collect and take to central locations any recycling or confidential waste.
- Transport and set up exam desks to appointed locations as required.

HEALTH AND SAFETY

- To comply with current Health & Safety Legislation, School Policy, and in particular own responsibility for personal Health & Safety.
- Be observant of any other person undertaking work which may contravene Health & Safety regulations and report to the Health & Safety Officer immediately.
- Ensure equipment used is in a safe condition and report any failures to line management.
- Remove any unsafe furniture or any apparatus if defective and report to line management.
- Visually check fire-fighting equipment, signage, and fire escape routes as a matter of routine, reporting any defective areas to line management.
- Undertake periodical site surveys i.e., H&S audit, legionella testing and emergency light testing.
- Take control of any fire alarm activation and evacuation procedures, engaging evening hirers to assist as necessary and liaising with the Fire Officer on arrival.
- Record any incidents and accidents ensuring details are passed on to line management.

GROUND MAINTENANCE

- Undertake various grounds maintenance duties as directed making full use of appropriate grounds equipment as necessary.
- Assist with marking out of pitch lines, erect and dismantle post/nets.
- Assist with marking out of various track and field sports.
- Clear snow and ice around the site as necessary and applying salt/grit when needed to make the school operational.
- Carry out small ground works where needed.

MISCELLANEOUS

- Carry out minor repairs where practicable.
- Check work carried out by Contractors when directed to do so by your line manager, reporting any failures noticed immediately.
- Checking and cleaning of school vehicles.

Additional duties to include:

The postholder may be required to:

- Assist with the invigilation of examinations.
- Act as an appointed person for first aid, following appropriate training.
- Accompany and supervise students on educational visits.
- Participate in programmes for mentoring students.
- Support co-curricular activities where appropriate.
- Contribute to the development and sharing of good practice within the Trust and with relevant partner organisations.

Carry out other duties which may reasonably be required from time to time, provided they are commensurate with the grade and responsibility level of the post.