



Premises Officer (Band 4) Job Description

The St Ralph Sherwin Catholic Multi Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to: Estates Area Manager

Grade and Salary: Band 4 SCP 11 – 17

Contract type: Full time, Permanent

Hours of work: 37 hours per week over 52 weeks per year. *Core hours are Monday to Friday but due to the nature of the role, the postholder is expected to attend out of hours emergency calls and be on call at weekends on a 7-week rota.*

Location: The postholder will be required to work closely with Trust Academies and will be based at different Academies throughout the week but will be required to work over multiple sites within regional hubs.

Job Purpose

Undertakes defined site-specific tasks and functions. Responsibilities may include day to day repairs and minor works, daily site checks, and opening and closing of site.

Strategic estate management

- Undertakes relevant activities identified in the estate strategy and asset management plan
- Identifies and escalates concerns about areas for improvement on the estate (via every system)
- Undertakes training as required
- Understands and follows leadership structure and governance processes
- Ability to conduct any operative action plans
- Conducts activities in accordance with organisational estate-related policies and procedures

Planning and organising your estate resources.

- Conducts day-to-day activities in accordance with the organisations chain of command
- Follows and adheres to leadership and governance processes and procedures
- Escalates concerns or issues across the estate as required



- Identifies and escalates estate issues and condition risks early
- Works within set processes and procedures relating to the management and operation of the estate
- Follows governance standards regarding value for money and approvals for spending within set value bands
- Follows appropriate control or authorisation processes for work, services or resource use
- Escalates key risks or concerns
- Assists and supports external contractors on site to ensure procurement requirements are met
- Understands and follows business continuity and emergency plans
- Participates in testing contingency and emergency plans and helps report outcomes

Understanding and managing your land and buildings

- Operates under supervision in line with legal interests held by the school and others
- Seeks advice if needed regarding any legal ownership, interests and restrictions relating to the estate and its assets
- Follows and adheres to set processes, practices and procedures relating to the operation of the estate
- Helps to guide third parties, such as contractors and specialists towards relevant estate documentation and set processes, practices and procedures to ensure compliance with any restrictions and ownership
- Requirements
- Carries out, records and reports premises walkarounds and physical inspections on a regular basis
- Follows and ensures adherence with any statutory guidance and documentation, such as asbestos surveys and registers to ensure no breaches
- Reports condition and any health and safety issues to appropriate colleagues
- Assists with identifying condition and deterioration of the estate over time
- Assists with identifying areas to improve sufficiency
- Assists with capturing and obtaining key estate data to inform effective estate management
- Aligns with data management processes and procedures
- Works with estate database systems to upload documentation regularly

Procurement and Performance management and sustainability

- Conducts routine monitoring and checks across building operations to required standards to help ensure the efficient use of buildings
- Helps to support in the gathering of data to monitor the usage of energy and utilities
- Promptly escalates any performance slippage or issues identified to supervisor
- Monitor and implement good user practices such as switching off lighting or heating systems when not in use
- Reports leaks and faults to supervisor
- Takes readings as directed



- Gains a basic understanding of how to operate building systems and controls to help reduce energy usage and save money
- Complies with any behavioural change programme led by the organisation's senior management as appropriate
- Becomes familiar with operation and maintenance (O&M) manuals and attends handovers with contractors to ensure buildings and assets are operated and maintained as intended
- Collaborates positively with external partners, such as contractors, consultants and energy providers on site as required
- Provide feedback to supervisor on any performance or behaviour issues identified during visits.

Maintaining your estate

- Conducts and records premises walk-arounds and inspections on a regular basis
- Conducts condition checks as directed
- Conducts minor maintenance tasks in accordance with competency reviews and risk assessments
- Assists in identifying works to be undertaken and prioritised
- Carries out maintenance works in compliance with health, safety, any other relevant legislation and site security/ competency assessment measures
- Ensures that suitable logs are maintained for internal compliance checks
- Takes part in training and refresher sessions on statutory, regulatory and site security compliance requirements
- Communicates with and directs service and maintenance contractors and suppliers on site
- Works with estate database systems to upload documentation regularly
- Raises concerns where compliance may not be met

Managing your estate projects

- Conducts maintenance works in line with estate management policies and procedures
- Raises any concerns with supervisor as appropriate
- Conducts maintenance works in line with statutory requirements and budgetary constraints
- Raises any concerns with supervisor as appropriate
- Conducts maintenance works in line with statutory requirements and budgetary constraints
- Raises any concerns with supervisor as appropriate
- Contributes to the feedback process to capture ideas for avoidance of any repetition of errors and improvement for future projects

Health and Safety and compliance

- Undertakes training and refresher sessions on health & safety/compliance on the estate and applies learning on an ongoing basis
- Identifies and reports any compliance issues or hazards
- Ensures own and others' actions reduce health & safety compliance risks
- Escalates concerns where appropriate



**St Ralph
Sherwin**
Catholic Multi Academy Trust

- Knowledge to effectively cordon off and make safe any potential risks where and if required
- Undertakes training and refresher sessions on the actions required to ensure statutory and regulatory standards and applies learning on an ongoing basis
- Completes and maintains an up-to-date log of tasks and walk-rounds
- Ensures that permit systems, and risk assessments and method statements (RAMS) are provided by external contractors
- Carries out general responsibilities for health & safety and premises compliance across the whole estate
- Undertakes maintenance tasks in compliance with health & safety, any other relevant legislation and site security/ competency assessment measures
- Reviews and understands building and asset operation and maintenance manuals to help ensure inspection and maintenance meet standards
- Makes suggestions to increase value for money

Wider Responsibilities

- Undertakes additional duties as reasonably requested by senior staff

The St Ralph Sherwin Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



Premises Officer (Band 4) Person Specification

A Training and Qualifications	Essential	Desirable
Educated to a minimum of GCSE (or equivalent) grade C in Mathematics and English		Y
Evidence of commitment to continuing professional and personal development of self and others	Y	

B Experience	Essential	Desirable
Experience of working in a operational role.	Y	
Experience of facilities management, preferably in a school/academy/Trust		Y
Experience of provision of soft services including catering and cleaning		Y

C Professional Knowledge and Skills	Essential	Desirable
Working knowledge of the estates	Y	
Working knowledge of the role that senior leadership and governing body play in how the estate is managed		Y
Working knowledge of estates related policies and procedures relevant to operative functions	Y	
Awareness of chain of command within the organisation		Y
Experience in working within set processes and procedures	Y	
Understands how to identify and escalate estate related risks	Y	
Understands the importance of value for money and avoiding waste		Y
Experience of working with external contractors on site	Y	



Experience in adhering to set procedures and guidance for procurement	Y	
Understands what to do when contingency and emergency plans are tested or implemented in the event of a business disruption		Y
Understands the legal boundaries of the school estate		Y
Familiarises themselves with set processes, practices and procedures regarding legal ownership, interests, restrictions and the operation of the estate to ensure compliance		Y
Understands and adheres to statutory guidance and documentation, such as safe asbestos management	Y	
Understands and follows correct procedures to report condition and health and safety issues		Y
Ability to undertake and complete premises walk around inspection documentation	Y	
Ability to identify visible condition risks or maintenance concerns	Y	
Ability to make suggestions to support strategic and planning outcomes		Y
Understands how to recognise condition deterioration	Y	
Understands basic principles of sufficiency		Y
Understands importance of condition and sufficiency in estate management		Y
Some awareness of how data management is used in estate management		Y
Some awareness of the importance of financial management		Y
Basic IT skills and ability to work with estate database systems for uploading documentation	Y	
Basic understanding of the importance of effective estate performance and value for money		Y
Basic understanding of the efficient use of buildings to help reduce energy and achieve value for money		Y
Basic understanding of how to operate building systems and controls (such as heating systems and building management systems)		Y



Ability to identify leaks and faults with systems and equipment		Y
Undertakes training and gains a good understanding of building systems and controls and efficient use of buildings	Y	
Understands how to take utility and water readings from meters	Y	
Basic understanding of why delivering efficiencies is important to the estate		Y
Make note of any identified or reported efficiencies and share this information with supervisor		Y
Experience of working with different contractors and suppliers on site	Y	
Understands the importance of health & safety compliance in keeping the estate and its users safe from harm	Y	
Ability to communicate risks and observations with site users both formally and informally		Y
Working knowledge of health & safety risks associated with use and occupation of premises	Y	
Ability to report concerns both formally and informally		Y
Ability to apply health and safety logic to help to reduce risk	Y	
Understands the importance of health & safety/compliance statutory and regulatory standards and how they are met		Y
Experience conducting maintenance works and premises tasks, complying with health & safety, any other relevant legislation and site security/ competency assessment measures	Y	
Ability to undertake and complete premises walk around inspection documentation		Y
Ability to make suggestions to support strategic and planning outcomes		Y
Experience of conducting maintenance works on estates and premises	Y	
Awareness of the importance of delivering value for money Ability to make suggestions to support strategic and planning outcomes		Y
Working knowledge of current health & safety, any other relevant legislation and site security measures affecting maintenance of the estate		Y
Ability to identify compliance risks and understand what action to take		Y



Understands the importance of lessons learned reviews		Y
---	--	---

D Personal Attributes	Essential	Desirable
Willingness to support Catholic life across the Trust	Y	
Demonstrate emotional resilience	Y	
Ability to self-evaluate and reflect	Y	
Be able to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	

E Safeguarding	Essential	Desirable
Understanding the responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	