Job Description

Post Title	**Premises Officer**
School / Organisation	Avanti Gardens School
Location	Bristol
Grade	Grade 3, £21,123 - £22,188 per annum pro rata. Approximate pro rata £9,117 - £9,577 (0.43163 FTE)
Hours	Part time (20 hours per week)
Contract Type	Permanent
	Year-round
Reports to	Site Manager
Preferred Start Date	28th February 2023

MAIN PURPOSES OF THE JOB

Carry out operational, cleaning and maintenance activities of the Trust inclusive of Real Estate / Premises, Health & Safety, Security and Facilities Management ensuring that the Trust delivers compliant services to operational excellence standards.

To provide an onsite presence and carry out the duties required to support the team in the delivery of Services to the Avanti Schools.

RESPONSIBILITIES OF THE JOB

- Keeping premises, grounds and car park tidy, swept and free of leaf and litter accumulation and ensuring hard surfaces are free from weeds, including providing an emergency ad hoc response in the event of adverse weather conditions to undertake snow clearance and gritting. Keeping external rubbish bins emptied.
- Receiving incoming goods and mail, receipting, sorting and ensuring correct distribution and dispatch. This does not include specialist equipment which should be organised by the responsible department. e.g. art displays, IT deliveries, science chemicals, exam and confidential papers etc.
- Setting up of all scheduled room layouts, equipment and the setting up during open evenings and weekends.
- Providing janitorial duties, including ensuring sufficient consumables, materials and equipment are available to support the delivery of services, in particular cleaning.
- Monitoring of car park at specified intervals, ensuring that only authorised users (from the list provided by the School) are parked. Ensuring that gates and entrances are kept clear, supervising car parking during additional school periods when required.
- Assisting in ad hoc cleaning to deal with spillages etc. in addition to regular cleaning duties.
- Carrying out maintenance and handyperson duties which include fabrics and redecorations (paintings) and grounds maintenance as directed by the BSM or Site Manager.
- Ad-hoc duties such as moving furniture/equipment/goods around the site. Moving heavy goods after appropriate training and with due attention to Risk Assessment.
- Identify and evaluate HSE risks in daily and directed tasks to avoid, mitigate, or reduce the potential impact of these risks on the business
- Security activities covering the unlocking and locking of the School premises, setting/un-setting intruder alarms, patrolling the site at regular intervals, reporting intruders on-site and responding to security incident call-outs as directed by the Senior Premises Officer.
- Completing weekly fire alarm tests and assisting with the organisation of fire drills, etc. Providing the agreed response to emergency alarm activations and fulfilling the duties as required in the School's fire emergency plan.

- Opening and locking up for evening lettings, weekends and during school holidays as directed by BSM and Site Manager.
- Additional school periods and participating in the emergency call-out rota.
- Be a point of contact for all Estate related matters, ensuring the standard of the Trust is always maintained.
- Supporting other Avanti Schools with specific projects during the school holidays and with emergency cover as needed.
- Action Purchase Orders in a timely fashion, undertaking stock checks and record-keeping.
- Assist with management of all contractors according to SOP.
- Highlight areas for self-development and ensure training is requested from Trust.

PERSON SPECIFICATION

Criteria		**Requirement**	
		Essential	*Desirable*
1.	Good communication skills; written and verbal.	X	
2.	NVQ Level 2 or equivalent in Numeracy and Literacy.	X	
3.	Working experience of ICT packages (e.g. MS Office, internet, intranet, E-mail), photography equipment)	X	
4.	Full, clean driving licence.	X	
5.	Understanding of Health and Safety and security issues.	X	
6.	Ability to understand and apply school policies related to the post, including those that relate to pupils' safety.	X	
7.	General knowledge of building maintenance procedures and relevant skills e.g. plumbing, electrics, decorating	X	
8.	Ability to work with minimal supervision.	X	
9.	Good organisational skills- ability to meet deadlines and make decisions in emergencies.	X	
10.	Willingness to undertake personal development and training.	X	
11.	Flexibility – prepared to work some hours outside normal	X	
12.	Previous experience of working in an educational establishment.		X
13.	NEBOSH or IOSH Certificate in Environmental management, Legionella Prevention, Fire Marshall, Safeguarding Training, Working at Heights, Risk Assessor, PAT testing.		X
14.	Commitment, drive, innovation and integrity.		X
15.	Understanding of the Trust ethos, values and vision.		X
16.	Commitment to the safeguarding and welfare of all students	X	
17.	Commitment to professional development, learning and development to improve own practice/knowledge.		X

AVANTI SCHOOLS TRUST

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FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.
For further information - https://avanti.org.uk/wp-content/uploads/2022/09/AST-Child-Protection-and-Safeguarding-Policy.July-2022.pdf