

PREMISES OFFICER JOB DESCRIPTION



THE POST

Working with the Facilities Management team to ensure that all Federation sites are maintained in a safe, clean and secure condition as required, and undertaking such tasks as may be necessary for effective site management.

KEY TASKS

Working under the direction of the Senior Premises Officer you will:

1. Ensure all Federation buildings and grounds are cleaned to agreed standards and specifications.
2. Maintain all Federation buildings, grounds and utilities, operating to an agreed programme of planned preventative maintenance, and carry out repairs properly and promptly. General maintenance will also be completed outside of term time, which could include joinery, cleaning, painting, floor maintenance, dealing with graffiti, replacing lamps and carpet shampooing.
3. Keep all Federation buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired or fault rectified properly and promptly. Site security includes locking and alarming, at the agreed closing times for each academy.
4. Undertake various portage, administrative and letting duties, including receiving and transporting all deliveries to faculties and other areas.
5. Perform all post duties in compliance with relevant health and safety regulations and codes of practice and with due regard for the health, safety and welfare of all premises users and visitors including contractors. Including, ensuring that access routes including car parks and pedestrian pathways are clear and safe to use.
6. Assist with contractors engaged in site work (for example: heating, plumbing, decorators, waste management, sanitation, glazing, joinery and external works) to ensure that the work they carry out is of a high standard and represent good value for money. To know locations of main stopcocks, emergency shutdown valves and mains electricity breakers.
7. Deal with, or arrange others to deal with, all burst pipes, leaks, flooding, fires, breakages, accidents, break-ins, as appropriate. Liaise with Operations Director and report all incidents.
8. Line management responsibility, including supervision and allocation of work for the cleaner supervisor and any daytime cleaning staff.
9. Open and secure the academy sites for approved lettings, ensuring buildings are accessible at the agreed times. Support the effective operation of the Federation's lettings programme by ensuring that facilities are safe, secure, clean and ready for use by external hirers outside normal hours.
10. The Premises Officer will be required to participate in the site's alarm call-out rota, and respond to out-of-hours emergency situations, including evenings, weekends, and bank holidays, as required.

GENERAL DUTIES

- To maintain confidentiality and adhere to the Federation's procedures and policies.
- To attend staff meetings and training as required.
- The Federation has a dress code which must be adhered to as a condition of appointment.
- The successful candidate will be expected to work across the Rutland and District Schools' Federation as required by the Executive Principal.
- The nature of the work will involve the postholder carrying out work outside of normal working hours.
- A shift rotation is in place to facilitate all Federation sites and will include some weekend work.
- Any other reasonable duties as requested by the Executive Principal.

SAFEGUARDING

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at www.rutlandfederation.com/policies.

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

QUALITIES REQUIRED FOR THE POST

Essential	Desirable	Evidence
Commitment A clear recognition of and commitment to all our aims as an integrated Federation and campus. Integrity, good timekeeping and high standards.	Tangible evidence of the commitment to the current post.	Letter of application Interviews
Qualifications Current valid driving licence A good basic level of education, including qualifications in English and maths.	First Aid qualification Confident user of email as a method of communication	College forms & interview
Experience Proven ability to work as a team member and to work on own initiative. Resilient, tact and diplomacy, even when under pressure. A good understanding of safety issues and risk assessment. Excellent personal organisation, with the ability to prioritise a busy and rapidly changing workload.	Successful experience in a service-related industry, or in front-line environments. Ability to communicate with young people.	Interviews References Letter of application