



Job Description – Premises Officer

The postholder will take a lead on all premises related matters. The main responsibilities are to:

- Take responsibility for the maintenance and upkeep of the premises, including buildings, heating, plumbing and security systems, fixtures and fittings.
- Complete all premises risk assessments, update all assessed risks and ensure controls are in place
- Organise a schedule of annual checks and keep an up to date central log of all records and certificates, including gas safety, boiler servicing, fire equipment, fire alarm testing, intruder alarm testing, PE equipment servicing, PAT testing, fixed electrical testing, COSHH sheets, electrical works certificates, clinical waste contract, pest control etc
- Open and close the building operating the security system. Unlock and lock fire exits, gates, doors and windows as appropriate.
- Undertake daily checks of all areas and equipment including removal of leaves and litter. Clear ice and snow and any other potential hazards.
- Undertake or arrange preventive maintenance to eliminate potential hazards.
- Complete repairs where possible or arrange for contractors to attend.
- As the academy's Fire Officer, keep up-to-date with Fire and Building regulations and have knowledge of the maintenance and use of fire precautions and equipment. Test fire alarms and assist with drills.
- Perform general gardening duties, e.g. cutting back hedges and maintaining shrubs. Ensure cutting back of trees by authorised contractors
- Monitor plumbing and drainage unblocking drains, sinks, gutters, where possible.
- Ensure that the use of external contractors and suppliers provides value for money, obtaining quotations as appropriate and complying with the academy's financial procedures Liaise with contractors and oversee contractors on site.
- Ensure all contractors working on site follow health and safety and safeguarding guidelines. Ensure risk assessments are in place before works begin when appropriate
- Monitor the performance of cleaning contractors raising issues with the supervisor or area manager when necessary. Perform ad-hoc internal and external cleaning duties when necessary.
- Liaise with the providers of the on-site nursery and the pre and after school club.

- Help develop the academy's approach to the letting of the school hall to outside organisations
- Respond to emergency call outs by liaising with contractors and academy staff.
- Within capabilities, set up chairs, tables, stage and other equipment. Maintain storage areas so that they are organised and in line with health & safety requirements.
- Undertake training as required including safeguarding, first aid and other training specific to this role.
- Carry out any other reasonable requests as directed by the Headteacher or Business Manager

March 2025