



Honywood School
 Westfield Drive
 Coggeshall
 CO6 1PZ
 Tel: 01376 561231

Website: www.honywoodschool.com
 Email: admin@honywoodschool.com

Job Description Premises Officer

Role Purpose	<p>To support the premises team by carrying out a range of duties including security and supervision of the site and related equipment and other duties including portorage, cleaning and maintenance.</p> <p>To contribute to the smooth running of the establishment by overseeing and, as required, being present during the use of the premises during the evening, weekends or public holidays (as appropriate) and undertaking relevant duties associated with this use of the premises.</p>
Accountable To	<p>Headteacher / Premises Manager, with day to day responsibility to the Premises Manager.</p> <p>Liaison with: Other premises staff, Headteacher and other staff as appropriate, users of the premises, the public, contractors, officers of the Authority and other agencies.</p>
Hours	37 per week (with flexibility for shift rota to include Saturdays)
Salary/Grade	LGPS 3 Points 6-7
Core Responsibilities	
Caretaking and Maintenance	<ul style="list-style-type: none"> ● Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate. ● Carrying out routine procedures or checks on ancillary equipment e.g. check batteries automatic pumps and areas subject to flooding ● Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage. ● Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean. ● Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc. ● Ensuring that adequate supplies of cleaning materials and other supplies are available. ● Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures. ● Undertaking redecoration work within capabilities in low level areas up to a height of 3 metres from floor level (or above that height with the aid of access equipment - after relevant training has been undertaken) ● Washing and cleaning of diffusers and replacing bulbs/tubes. ● To be able to respond to emergency call outs ● A patient and tolerant, customer focused attitude ● Willingness to attend training and development activities
Security and Supervision	<ul style="list-style-type: none"> ● To act as a key holder, to attend and carry out security and any safety procedures for the buildings and grounds, including routine and non-routine opening of premises and grounds and reception of visitors. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarms ● Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations

	<ul style="list-style-type: none"> • Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence • Attempting to prevent unauthorised access onto the school premises or grounds Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32 ('Managing Violence in Schools').
Lettings and Other Duties	<ul style="list-style-type: none"> • Planning own work • Dealing with inquiries from hirers, users, external agencies, contractors and workmen as required • Setting out reasonable equipment and/or furniture prior to the arrival of users and undertaking cleaning related to the use of the premises. • Ensure equipment is not removed from the premises and when not in use is stored in its appropriate place in the store cupboards. • Preparing the school premises and site for out of school activities • Advising the Premises Manager or an authorised representative of the hours worked • Testing portable electrical equipment if trained and accredited to do so. • Assisting with the supervision and training of cleaning staff as requested by the Premises Manager • Undertaking letting and related duties as appropriate in accordance with the provincial agreement • Drawing the attention of the appropriate authorities via the Premises Manager to any repairs or maintenance work required at the premises • Minor maintenance tasks, which is within the scope and capability of the postholder • Ensuring that all areas within the site are free from litter and that all drains and gullies are free flowing and clean • Maintaining the appearance of the school site so that it is welcoming to staff, learners and visitors
General	<ul style="list-style-type: none"> • Relevant training will be offered to the successful candidate • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures. • Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the Headteacher, School and Governing Body, including flexibility of working days and times to cover for absence and holidays. • The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.
<ul style="list-style-type: none"> • The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder. • Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager and/or the head teacher to undertake work of a similar level that is not specified in this job description. • Employees are expected to present themselves and to act in a professional manner at all times. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. 	

Education and Training	Essential	Desirable
Any relevant qualifications relating to the requirements of the job		x
Health and Safety Certificate e.g. IOSH (or willing to undertake the training to achieve this)		x
Eligible to obtain a fully enhanced DBS check	x	
Experience		
Experience of cleaning and first line maintenance		x
Experience of security duties		x
Experience of Lettings		x
Practical/Handyperson skills that enable the post holder to undertake building maintenance/minor repairs etc.	x	
Knowledge/Skills (ability to)		
Ability to develop effective working relationships	x	
Commitment to personal and professional development	x	
Ability to work without direct supervision and manage workload efficiently	x	
Ability to multi task and remain cool under pressure	x	
To have basic IT skills		x
Awareness of Health and Safety issues relating to premises		x
Knowledge and skills in first line maintenance/DIY	x	
Knowledge of quality standards for cleaning and maintenance		x
Knowledge of security issues	x	
Knowledge of setting up / preparing leisure equipment		x
Ability to carry out cleaning and caretaking duties to a high standard	x	
Personal Attributes		
Commitment to the highest standards of child protection	x	
Self motivated, self disciplined and enthusiastic	x	
To be able to manage own work schedule and prioritise effectively	x	
Flexible approach and aptitude to work planning	x	
Energy, enthusiasm and a positive approach	x	
Ability to reflect on own impact at work and identify areas for improvement	x	
Ability to communicate effectively with a range of individuals, and client groups dealing with a range of issues arising.	x	
Ability to be resilient and constructive when facing challenging situations	x	
A strong team player who leads by example with high professional standards	x	
To be able to respond to emergency call outs	x	
A can do person who works positively and collaboratively	x	
Has focused commitment	x	