

## Job Description

Job title	Premises Officer
Role level	MVLT3
Grade/salary	E
Responsible to	Premises Manager
Hours of work	36 hours full time
Base	Designated school but can be deployed to any Trust school in Sefton from time to time.
Key relationships	Trust Estates Manager, Chief Operations Officer, Senior Operations Managers, Headteachers, Senior Leadership Teams, Trust Compliance Officer.

### Job statement (purpose)

- Under the instruction/guidance of appropriate senior staff, be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school (site) premises.

### Indicative knowledge, skills and experience

- Knowledge and expertise in minor maintenance and repair.
- Working at or towards national standards for facilities management and/or knowledge/skills equivalent to current national qualifications level 3.

### Responsibilities

#### Key duties

- Ensure that buildings and the site are secure, including during out-of-school hours and take remedial action if required.
- Act as the designated key holder for the school premises locking/unlocking of buildings at pre-determined times.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
- Arrange emergency repairs.
- Keep regular records of and arrange regular maintenance and safety checks.
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- Receive deliveries to the site and monitor stock and order supplies.
- Undertake general portage duties, including moving furniture and equipment within the school.

- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately.
- Collect and assemble waste for collection.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Facilitate after school activities such as parents' evenings, school performances, school meetings e.g. LGB.
- Facilitate community use activities on school site ensuring premises are safe, clean, ready for use, prior to and after the activity.

#### Security and Safety

- Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.
- Respond to and accurately record all call outs, liaising with the security force, police and/or emergency services as appropriate.
- Make premises secure after break-ins.
- Regularly test fire alarms and be familiar with the evacuation procedure for the premises and assist with termly evacuation drills.
- Undertake the role of Fire Marshall.
- Ensure the safe storage of materials covered by the COSHH regulations.
- Ensure stringent health and safety provision and adherence to safe working practice.

#### Energy Management

- Advise the appropriate senior member of staff on matters relating to energy control and conservation, implementing measures to prevent waste.
- Ensure lights and other equipment are switched off as appropriate.

#### Porterage

- Where appropriate, operate, manage and control cleaning materials and equipment including the ordering, storage and distribution to appropriate personnel.
- Undertake porterage of stock, furniture and equipment as required.

#### Maintenance

- Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.
- Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.
- Undertake regular school (site) premises inspections and identify and record repair maintenance requirements.
- Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the school (site) premises is satisfactory, as per specific schedule for the school (site) premises.
- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
- Organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc as agreed with the appropriate senior member of staff.
- Monitor the cleanliness of the school/site\*, liaising with the Cleaning Supervisor on a daily basis (\*Delete as appropriate).

- Undertake general cleaning duties within the premises and outside of the premises to ensure a safe and hygienic working environment is maintained.
- Maintain the safety of any school Hydro Pool to ensure it is safe to use, by ensuring daily checks are carried out in accordance with the standard operational procedures and ensuring the appropriate readings are recorded. To undertake pool maintenance training when required.
- Maintain the safety of any school 3G pitch to ensure it is safe to use, by ensuring daily checks are carried out in accordance with the standard operational procedures and ensuring the appropriate actions are recorded. To undertake training when required.

### **Accountability**

- The post holder will be responsible for managing their own workload.
- The post holder is accountable for ensuring that duties are carried out in accordance with generally accepted best practice and the Trust's policies and procedures.
- Assist in developing training programme for support staff.
- To work co-operatively with others towards shared goals.
- To promote and ensure the health and safety of students, staff, and visitors always.

### **Professional development**

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting health, safety and compliance.
- Participate in regular performance management for self and lead appraisal reviews for direct report staff.

### **Safeguarding**

To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

### **Health and Safety**

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.

### **Confidentiality and Data Protection**

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately

and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.

### **Equality and Diversity**

Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

### **Training and Development**

Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

### **Mobility**

The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

### **The post holder is also required to**

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all Trust and school-level policies. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

### **Endorsement**

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

### **Declaration**

I accept this job description.

**Print Name:**

**Signature:**

**Date:**

## Person Specification

### Premises Officer

Category	Essential/ Desirable
<b>Qualifications and Training</b>	
<ul style="list-style-type: none"> <li>Level 2 qualification or equivalent in Maths/numeracy and English/literacy.</li> </ul>	E
<ul style="list-style-type: none"> <li>Relevant Level 2 qualification or equivalent experience.</li> </ul>	D
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Demonstrate experience of caretaking/site-keeping in a multi-school (site) or similar environment.</li> </ul>	D
<b>Knowledge and skills</b>	
<ul style="list-style-type: none"> <li>Knowledge of moving and handling procedures.</li> </ul>	E
<ul style="list-style-type: none"> <li>Knowledge of the Code of Safe Working practice (COSWP) for Caretaking and Premises Staff.</li> </ul>	D
<ul style="list-style-type: none"> <li>Knowledge of health and safety procedures and precautions.</li> </ul>	E
<ul style="list-style-type: none"> <li>Demonstrate an understanding of inclusion.</li> </ul>	E
<ul style="list-style-type: none"> <li>Awareness of COSHH regulations.</li> </ul>	E
<ul style="list-style-type: none"> <li>Awareness of health and hygiene procedures</li> </ul>	E
<ul style="list-style-type: none"> <li>Is able to use and understand the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it accordingly.</li> </ul>	E
<b>Personal qualities</b>	
<ul style="list-style-type: none"> <li>Ability to relate well to children and adults.</li> </ul>	E
<ul style="list-style-type: none"> <li>Team working: acts in a manner consistent with team goals, standards and values actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others views and opinions. Works with the team to generate solutions and reach consensus.</li> </ul>	E
<ul style="list-style-type: none"> <li>Organisational awareness: demonstrates a broad knowledge of the school's activities and how they contribute to the school's performance as a whole. Is able to describe the current activities in their area and whole school developments demonstrates how own job performance contributes to the school's vision.</li> </ul>	E
<ul style="list-style-type: none"> <li>Adaptability: responds positively to the change process helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.</li> </ul>	E

Category	Essential/ Desirable
<ul style="list-style-type: none"> <li>Communicates in a clear, accurate and succinct manner to deliver information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to improve your own practice through observations, evaluation and discussion with colleagues.</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to undertake appropriate first aid training (if appropriate).</li> </ul>	E

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.