

NEWLANDS COMMUNITY PRIMARY SCHOOL



Job Description

Job Title: Premises Officer

Grade: Grade 7

Responsible To: School Business Manager

**Key Relationships/
Liaison with:** Governors, Senior Leadership Team, Teachers,
Support Staff

Job Purpose:

- a) To undertake responsibility for the supervision of the site and the maintenance and security of the buildings.
- b) Contribute to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds which ensures that students have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities.

MAIN DUTIES AND RESPONSIBILITIES:

1.
 - a) May be required to manage a team of cleaning staff, undertaking maintenance, repairs and cleaning of the building and grounds.
 - b) To undertake minor repairs and maintenance on an 'as and when necessary basis' to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption.
2. **Administration**
 - a) Monitor spending against appropriate budgets, drawing attention to the School Manager to potential overspends.
 - b) To monitor stock levels of materials, order as necessary and store appropriately to ensure that work can be carried out in accordance with laid down schedules and safety instructions.
 - c) Complete appropriate records (e.g. heating/safety checks, order forms).
 - d) Contribute to the review of school policies and procedures related to the Premises function as a member of the School Health & Safety Committee and by working with senior colleagues.
 - e) Deal with day to day work related issues, relating to premises and cleaning staff (e.g. absence cover, quality/quantity of work, working methods/use of new equipment/materials, liaising with the School Manager, as necessary).

3. **Security of Premises and Contents**

- a) To open the grounds and school buildings and 'unset' alarms in accordance with laid down schedules and 'one off' bookings (lettings), to ensure that lessons and other activities are able to take place at the specified times.
- b) Lock school doors and gates and setting alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.
- c) To attend the premises when alarm is triggered, out of hours and liaise with Police as necessary and ensure the premises are secure.
- d) Carry out emergency security repairs where possible or contact the appropriate contractor.
- e) Maintain duplicate sets of keys for all rooms and equipment.

4. **Buildings**

- a) To undertake a long term programme of general maintenance, to ensure that the school is maintained in a state of good repair on a cost effective basis in accordance with the Schools Development Plan.
- b) To undertake minor repairs and maintenance on an 'as and when necessary basis' to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption – or
- c) Following consultation with the Premises Manager, arrange for repairs and maintenance work to be undertaken by external firms and contractors, securing the best prices and timescales available to ensure minimum disruption to lessons and activities and best value for the school.
- d) To assist with the distribution of deliveries of orders, to ensure that supplies and equipment required by students and teachers and other staff are available when needed.
- e) Undertake daily cleaning of the school ensuring that the work is completed to a high standard and complies with safe working practice.
- f) To monitor the work of the cleaning staff to ensure the work undertaken by them meets the standards set, that the school is a clean, safe, healthy and comfortable place for students, staff and other users to use.
- g) Deal with and participate in ad hoc requirements for repairs and maintenance work throughout the school.
- h) To 'lay out' the hall and other rooms as requested to ensure that lessons and activities can take place without disruption or delay.
- i) To move furniture and other items of equipment around the school as requested to enable lessons and other activities to take place without disruption or delay.

5. **Grounds Care**

- a) Ensure grounds care work undertaken by contractors etc is completed to a specified standard and that safe working practices are adhered to. Liaise with contractors as necessary.

- b) Ensure grounds are kept in a clean and tidy condition.
- c) Overseeing and undertaking as required the cleaning of outside areas, i.e. paths, drains, gullies, car park, play areas.
- d) To undertake 'litter picking' and other tasks associated with maintaining the grounds in a clean and tidy state for students, staff and other users.

6. **Electrical Installations**

- a) Replace bulbs/shades where accessible. Replace tube, starter, shade (not sealed units), where practicable.
- b) Replace, re-fuse or fit plugs (after training).
- c) Inspect electrical fittings and arrange for Contractor to deal with any defects.
- d) Arrange for the electrical testing of electrical appliances throughout the school in accordance with recommended procedures to ensure all equipment is safe.

7. **Heating Systems**

- a) To undertake checks of the boilers in accordance with laid down schedules and to take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible, to enable lessons and activities to take place without disruption.
- b) Carry out routine maintenance procedures for heating boilers, water pumps, sump pumps and sprinkler system. Ensure that proper safety precautions are observed in the boiler house. To know the location of main stop cocks and valves, and mains electricity breakers.
- c) To maintain adequate fuel levels and take delivery of fuel.

8. **Emergencies**

- a) Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaise with contractors as necessary.
- b) Liaise as necessary with Emergency Services including calling in Emergency Services as required.

9. **General**

- a) To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests.
- b) Receive and transport to main store or deliver throughout the building **ALL** normal educational deliveries.
- c) Deal with accident spillages.

10. **Training**

- a) In consultation with the School Manager identify and undertake appropriate training and development.
- b) Identify, and if appropriate, provide training required by Assistant Premises Officer.

11. **Health and Safety**

- a) To comply with Health and Safety legislation, School Policy and good health and safety working practices in relation to the use of

- the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the Premises Manager, to enable the school and school grounds to be safe and healthy places for students, staff and other uses to use.
- b) Ensure that the school's Health & Safety policy is complied with in as far as it relates to Premises Management and Premises/Contractors' staff, to ensure their safety and that of students, staff and other school users.
 - c) To carry out duties placed on employees by Health & Safety Legislation.
 - d) To ensure that caretaking equipment, i.e. mechanical aids, steps are in a safe condition.
 - e) Report to Headteacher or designated person any no-structural hazards (i.e. broken/loose furniture/play equipment) or structural faults that are seen which cause concern or may be in an unsafe condition.

SPECIAL FACTORS:

(Please delete/add where appropriate)

Subject to the duration of the need, the special conditions given below apply :

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

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Person Specification

Job Title: Premises Officer

Grade: 7

	Essential	Desirable	How assessed
<u>Qualifications</u>			
Good level of literacy and numeracy.	✓		App/Doc
NVQ level 2 or equivalent in numeracy and literacy.		✓	
<u>Experience</u>			
Craft skills, e.g. plumber, electrician and decorating or previous experience in a caretaking role including repairs and maintenance.		✓	App/Ref
Working within a school setting.		✓	
Liaising with external contractors including negotiating prices for small jobs.		✓	
<u>Knowledge</u>			
Ability to alert senior staff to unsafe practices.	✓		
Understanding of the context in which the schools are working.		✓	
An ability to undertake risk assessments in relation to premises function.	✓		
Knowledge of Health & Safety issues relevant to the post including legislation and COSHH.		✓	

	Essential	Desirable	How assessed
An understanding of Health & Safety and security issues.	✓		
A knowledge of good security practices.		✓	
Ability to understand and apply school policies related to the post including those that relate to pupil contact.	✓		
<u>Skills/Attributes</u>			
Good communication and interpersonal skills.	✓		
Ability to relate well to staff, governors and pupils and to be assertive when necessary.		✓	
Ability to maintain accurate records.	✓		
Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.	✓		
Ability to negotiate desired outcomes (e.g. prices, deadlines).		✓	
Ability to use range of tools/cleaning equipment relevant to post.	✓		
Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc used in design classrooms.	✓		
Self motivated.	✓		
Ability to work with minimum supervision.	✓		
Willingness to undertake personal development and training.	✓		
Ability to work as part of a team.	✓		
Flexible – prepared to work some hours outside normal working hours.	✓		

	Essential	Desirable	How assessed
<u>General Circumstances</u>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)