



Role profile for Premises officer

Accountable to:	Premises manager
Other Staff relationships	Other Premises officers, Lettings administrator, business manager, cleaners
Grade:	NJC 4 (JDQ78a)

Job Summary

Under the direction of the line manager assist in the provision of maintenance and security services across all areas of the Oathall college campus thereby ensuring a safe working environment.

Operational Duties

Security

- Lock/unlock all areas within the college & assist with regular security duties
- Operate security alarm, CCTV system and access control systems where appropriate
- To undertake regular checks across the site and related record keeping.
- Cover occasional, non-routine letting requirements (not covered by other members of the site team.)

Maintenance & cleaning

- General maintenance including minor repairs e.g. Painting and decorating, carpentry, plumbing
- Operation and checking of M&E systems e.g. heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Timely and accurate response to routine demands
- Undertake cleaning duties including graffiti removal, litter-picking & emergency cleaning duties as and when required and directed by line manager
- Liaise with premises-related contractors, e.g. grounds maintenance, building contractors, surveyors
- Undertake activities to maintain a safe and clean external environment e.g. gritting, clearing snow, sweeping etc.
- General grounds maintenance as required including weeding, strimming, occasional hedge-cutting etc.



Role profile for Premises officer

- As directed by the facilities manager assist with school-led building projects and in-house-decoration.
- To undertake regular maintenance and checks on the school's artificial sports surfaces.

Resources

- Refill and replace consumables e.g. soap & towels
- Report faulty equipment & other maintenance requirements using the premises help desk
- Ensure lights and other equipment are switched off as appropriate
- Undertake basic record keeping as directed

Organisation

- Assist with the receipt, distribution, collection and despatch of goods
- Assist and participate in the organisation and movement of furniture within the building
- Maintain and arrange orderly and secure storage of supplies

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all

Any Other Duties

- From time to time you may be asked to assist with college events and may be required to work outside of your normal shift patterns in the evening and assist with car parking/stewarding for events.
- Undertake any other duties as may reasonably be requested of a Premises Officer as directed by your line manager.

Person Specification



Role profile for Premises officer

Type of education, skills, attributes, and experience	Requirement level
Education	
Maths and English at level two (GCSE) or equivalent experience	Essential
Level 2 or higher qualification in relevant areas (plumbing, carpentry, decorating etc.	Desirable
Experience & Skills	
Experience of working in a building maintenance role (premises officer, cleaner, freelance building trade operative etc.)	Desirable
Computer literate and able to work effectively with a range of different digital technologies (CCTV systems, boiler controls, answer help desk, emails etc)	Essential
Good communication skills; written and verbal	Essential
Good organisational skills including the ability to prioritise, work to deadline, and manage time effectively	Essential
Experience or training in a range of H&S areas such as asbestos awareness, manual handling, basic risk assessment, working at height, fire safety, etc.)	Desirable
Full driving licence & experience of driving other vehicles for example, minibuses, vans.	Desirable
First Aid qualification	Desirable
Attributes	
Ability to communicate patiently and politely with a range of different audiences, particularly young people.	Essential
Positive, can-do attitude	Essential
A desire to learn and develop skills. An ability to use your own initiative to 'work it out'.	Essential
A desire to see jobs completed to a high standard & with close attention to detail	
Ability to collaborate and work as a team and a willingness to take on other roles and responsibilities within the team	Essential
Ability to use initiative, work independently and manage and prioritise own workload.	Essential



Role profile for Premises officer

Type of education, skills, attributes, and experience	Requirement level
<p>This role will involve a considerable amount of manual handling and portorage duties. The post will involve long periods of standing and a considerable amount of hands-on repairs and maintenance. The post holder will need to be physically fit and manually dextrous.</p>	