



JOB DESCRIPTION

Job Title: **Premises Officer**

Employer: **University of Brighton Academies Trust**

Academy/Department: **Estates and Facilities Management (EFM)**

Location: **On-site**

Grade: **Single Status 5**

Responsible to: **Senior Facilities Manager**

PURPOSE OF THE ROLE

1. Maintain a clean, safe, and secure Academy site.
2. Provide and maintain a customer-focused service.
3. Provide caretaking duties including maintenance, janitorial and portage tasks.
4. Supervise external contractors.

KEY RESPONSIBILITIES

1. Undertake the care, maintenance and servicing of Academy buildings and grounds.
2. Undertake the setting up and arrangement of furniture and equipment for all ordinary and extraordinary Academy events, e.g. assemblies, school plays, open days etc as required.
3. Ensure the inspection and monitoring of building cleaning standards and cleaners' / contractors' performance in accordance with the Academy cleaning specification. To remove all refuse to nominated collection points. Carry out emergency cleaning duties as required i.e. as a result of sickness, accident or vandalism.
4. Deliver security procedures for Academy buildings and grounds in accordance with the Trust's policy, taking such measures as deemed suitable and as instructed by your line manager, to ensure the protection of the Academy, e.g. correct function of lighting, alarm and CCTV systems, as required.

5. Act in a safe and responsible manner, adhering to the Trust's health and safety policies and procedures and associated safe systems of work. To report any accidents or incidents to your line manager and record on the Computer Aided Facilities Management (CAFM) system.
6. Maintain, inspect, monitor and record Academy building and grounds maintenance activities and standards, including litter picking.
7. Monitor and utilise building management systems (BMS) present at the Academies, utilising these to control and amend temperature and humidity set points so as to maintain appropriate internal environmental conditions and also to identify potential faults and any requirement for maintenance intervention.
8. Assist in the carrying out of assigned planned and reactive maintenance tasks, ad-hoc repairs and decoration, received via the CAFM system. Updating the tasks on CAFM and provide further information required such as identifying any further remedial works required, completing information and uploading documentation to the CAFM system as necessary.
9. Accept delivery of stores, materials and other goods and convey to appropriate safe and secure storage areas when required.
10. Replenish consumable items such as soap, towels, toilet paper etc as required throughout the Academy so to ensure that there is no unavailability of such consumables anywhere within the Academy at any time. Monitor stock levels of EFM related supplies and consumables, ensuring there is always sufficient stock by reporting to your line manager when an order is required.
11. Responsible for the routine and emergency opening and closing of Academy premises and grounds, attending site for out of hours emergencies as required and providing cover for external lettings where appropriate.
12. Assist in maintaining site access in the event of snow, flooding, or other emergency, taking all necessary preventative measures to ensure the Academy is safe for occupancy and to contact the appropriate services in the event of fire, flood, critical incident, break-in, vandalism or accident.
13. Maintain and clean internal and external areas when required.
14. Monitor and supervise the actions of contractors attending the Academy, ensuring they are working in accordance with the Trust's H&S policy and applicable safe systems of works.
15. Assist your line manager in delivering the sustainability actions applicable to the Academy, promoting on-site work ethics such as turning off lights in unused areas, reporting leaks and monitoring the operating systems to maximise efficiency and reduce energy consumption.
16. Report to Premises Manager / Facilities Manager in the event of fire, flood, criminal activities and accident.

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17. Provide support to Premises Manager / Facilities Manager and cleaning teams as required.

18. Other Responsibilities

- 18.1. To participate in continuous training and development activities and performance management activities as required.
- 18.2. Undertake other reasonable duties as directed by your line manager.
- 18.3. Carry out all activities in line with the Trust's Human Resources, Data Protection, Health & Safety and Equal Opportunities policies and the Trust's Financial Regulations.
- 18.4. To support other Academies within the Trust's portfolio, providing cover for absence or sickness where directed by your line manager.

PERSON SPECIFICATION

REQUIREMENT	CRITERIA	ASSESSMENT METHOD		
		APPLICATION	INTERVIEW	EXERCISE
EDUCATION AND QUALIFICATIONS				
Essential	QCF level 2 in English and Maths or ability to pass assessment at interview	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desirable	Valid First Aid certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNOWLEDGE AND EXPERIENCE				
Essential	Understanding of the main H&S Regulations, including COSHH and risk assessment, and how they apply in an Academy environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Knowledge of Health & Safety Regulations in relation to the operation of cleaning equipment and the dilution of cleaning materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Working in a customer-focused environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Clerical and administrative duties, including ordering and record keeping and basic computer skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Knowledge of building cleaning standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Use or ability to confidently use Microsoft/CAFM software applications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Previous caretaking or experience in a similar role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KEY SKILLS AND ABILITIES				
Essential	Ability to effectively communicate all Academy policies and procedures, including H&S, to internal and external stakeholders.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to identify work priorities, whilst ensuring that lower priority work is kept up to date.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to act on own initiative, dealing with any unexpected problems that arise.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Essential	Ability to demonstrate good interpersonal skills to communicate with a range of stakeholders, both internal and external.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to access, manage and work with online service systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to show a commitment to Equal Opportunities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Desirable	Ability to work in an organised and methodical manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Desirable	Ability to direct the work of external contractors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

PERSONAL ATTRIBUTES

Essential	Ability to work in a discreet and sensitive manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to work effectively as part of a team.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to remain calm and confident in challenging circumstances.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Commitment to working as a positive and constructive team member.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Willingness to take personal responsibility for standard of work carried out.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Willingness to maintain confidentiality on all school matters.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Desirable	Willingness to participate in further training and development opportunities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ADDITIONAL INFORMATION

This post will be subject to an Enhanced DBS Check.

This post is exempt from the Rehabilitation of Offenders Act (1974) – Applicants must be prepared to disclose all criminal convictions and cautions, including those that would otherwise be spent under the Act.

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

DOCUMENT INFORMATION

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This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may, however, be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Approval Date: **May 2024**

Job Evaluation Reference: EXT491