

JOB DESCRIPTION

POST TITLE	Premises Officer
SALARY	LB of Camden Officer NJC APT & C Pay Scale Scale 6 (£38,184 - £39,913) All year round 35 hours per week
LINE MANAGER	School Business Leader

General Description of Post

All post-holders are to ensure the school's vision, ethos and aims are embedded in the day-to-day and long-term running of the school. Each post-holder must share and deliver the school's professional principles and values:

- Commitment to carry out duties to a high level, modelling high professional standards.
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required.
- Demonstrate collegiality and commitment to our shared endeavour by maintaining professional relationships with all staff in line with the Staff Relationship Guidelines, the Staff Code of Conduct and Dignity at Work Policy.
- Reflect on and evaluate your own practice, set personal targets, take responsibility for and engage proactively in professional development.
- Take an active part in the performance management process with your line manager, sharing your successes as well as your challenges.
- Appreciate, respect and support the role of other professionals.
- Have a positive work ethic that includes a commitment to excellent attendance, punctuality and professional presentation.
- Support the aims of the school development plan and adhere to, and contribute to the development of, school policies and procedures.
- Demonstrate honesty, respect, tolerance, patience and forgiveness.
- Be aware of and comply with policies and procedures relating to safeguarding, confidentiality and data protection, reporting concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of and support difference, ensuring the maintenance of premises and facilities that enables all pupils to have access to opportunities to learn and develop.
- Demonstrate and promote equal opportunities at all times and be committed to the elimination of behaviour and practices that could be discriminatory.

We place great importance on maintaining a secure, safe and pleasant school environment to:

- ensure our pupils are safe, happy and able to learn
- enable staff to carry out their duties successfully
- exemplify our high standards and expectations
- support the wellbeing of everyone who comes here to learn and work
- promote our school positively within our community

All members of staff are expected to contribute positively to this.

Purpose of this Post

The Premises Officer will be a member of a multi-disciplinary team, under the leadership of the School Business Leader. In co-operation with the Senior Leadership Team, the post holder will support the implementation of the school development plan, premises schedules of work and health and safety requirements:

- To oversee, organise and manage the day to day work required to ensure the building and premises are safe, clean, tidy, organised and well maintained.
- Ensuring high standards of cleaning are maintained throughout the school, undertaking necessary cleaning in a timely manner, monitoring the standards of cleaning undertaken by contract cleaners and report any concerns to the School Business Leader.
- Overseeing practical arrangements for specialised cleaning programmes (providing access, keys, escorting to correct place, checking work has been completed and clearance of materials/rubbish) during school holiday closures or other designated periods as organised by the School Business Leader.
- Assisting in the maintenance and security of the school premises and site, ensuring a safe working environment.
- Acting as a designated key holder, providing emergency access to the school site, including responding to calls outside normal working hours.
- Acting as school contact in relation to premises related contractors, overseeing onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- Working with the School Business Leader, organise testing for asbestos, water hygiene checks and other health and safety procedures.
- Facilitating lettings and carry out associated tasks, in line with the school's lettings procedures.
- Overseeing health and safety procedures, carrying out statutory checks (e.g. management of asbestos, water hygiene, fire safety, gas and electrical safety, school premises checklist) and general premises safety considerations, liaising with the School Business Leader, the Headteacher, Camden FM Services and other contractors as required.

Duties and Responsibilities

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as required:

- Undertake cleaning duties throughout the day - e.g. cleaning spillages, bodily fluids, toilets, dinner hall - understanding level of urgency as required and periodic cleaning of designated areas of the school according to instructed cleaning schedule.
- To operate domestic and industrial cleaning equipment and materials, following appropriate training.
- Store allocated equipment and materials safely and securely.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to the School Business Leader immediately.
- Undertake premises health and safety checks (daily, weekly and periodic in line with premises health and safety checklists) of buildings, grounds, fixtures and fittings and take action to rectify any issues – either carrying out necessary repairs and maintenance or, where necessary, arranging repairs with Camden Facilities Management or appropriate contractor.
- Ensure that clear passage is maintained on fire escape routes, test fire alarm weekly and maintain fire safety log.
- Keep paths and entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.
- Monitor and maintain allocated equipment and materials, organising stock replenishment as required.
- Assist with the maintenance of specialist equipment following training, for example lifting machine,
- Ensure that the buildings, site contents are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times, taking remedial action if required. In collaboration with support staff colleagues, security mark valuable contents.
- Keep records relating to maintenance and security as required.
- Undertake general portage duties including moving furniture and equipment within school.
- Receive deliveries to the school site and move these goods to the correct location within the school buildings/premises.
- Undertake minor repairs (i.e. not requiring qualified craftsman), and maintenance of the buildings and site, and undertake any necessary emergency repairs, communicating clearly with the School Business Leader. (Example of minor repairs - toilet seats and flushes, doors, windows, tap washers, minor leaks, furniture, some painting)
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms) ensuring that all lights and heating are working effectively.
- Switch off all lights, electric plugs and auto flushing units as appropriate each evening during school time and during holiday periods.

- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Collect and dispose of waste.
- Refill and replace soap, towels and other materials.
- Carry out regular maintenance and clearing of school grounds, including clearing of leaves and rubbish, pruning and weeding of plants and replanting as necessary to ensure a pleasant environment.
- Ensure that the boiler house and egress is tidy and that no flammable material is stored there.
- Ensure that all furniture arrangements and accommodation requests are in place on time, especially for events or lettings, including erection and dismantling of temporary staging for school productions.
- Assist staff or hirers with reasonable tasks.

Personal and Professional Conduct

School staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for this role.

- School staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
 - To present high standards of personal appearance and behaviour.
- School staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

Other Responsibilities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the headteacher to undertake work of a similar level that is not specified in this job description.

The duties and responsibilities of a post may vary from time to time according to the changing needs of the school. This job description may be amended at any time following discussion between the headteacher and the member of staff, and will be reviewed annually.

The Governing Body is committed to safeguarding and promoting the welfare of all students and expects all staff to share the same commitment. Any offer of employment will be subject to receipt of a satisfactory enhanced DBS disclosure. All appointed staff are expected to comply with all safeguarding requirements and have due regard for safeguarding and promoting the welfare of children. Staff are required to follow the school's child protection procedures and put into practice all training, guidance and legislation.

I have read and understood the requirements of this job description and I am clear about the duties I am required to undertake for this post.

Signed:
Post Holder

Date:

Signed:
Headteacher

Date:

Premises Officer

PERSON SPECIFICATION

Safeguarding and Childcare Disqualification		
Throughout all aspects of our recruitment and vetting procedures rigorous checks will be undertaken to ensure the suitability of candidates to work with children. This will include checking of identification, qualifications, references, DBS, Childcare Disqualification and Work Health Assessment checks.		
Qualifications or Training	Essential	Desirable
Maths and English GCSE or equivalent (Grade C or above)	✓	
To be educated to NVQ 2 minimum		✓
COSHH trained		✓
Manual handling and Ladder training		✓
First Aid Training		✓
Experience		
Caretaking experience of good all-round ability in general maintenance	✓	
Must be able to act on own initiative and use common sense to ensure duties are met to appropriate timescales	✓	
Experience of communicating with people from a wide range of different backgrounds	✓	
Skills and Abilities		
Proven excellent oral and written communication skills	✓	
Strong communication and interpersonal skills and ability to work collaboratively as a member of a team and with a wide range of stakeholders	✓	
Competent use of IT	✓	
Be well organised and capable of prioritising their own work with the ability to work to tight timescales	✓	
Ability to develop positive relationships with colleagues, contractors, visitors, pupils and their families, valuing their diversity and their contribution	✓	
To demonstrate clear commitment to safeguarding and promoting the welfare of children	✓	
To form and maintain appropriate relationships and personal boundaries with children	✓	
The ability to become familiar with and apply whole school policies, procedures and standards and to be willing to implement them in a consistent manner	✓	
Be able to follow reasonable instructions effectively	✓	
This is a manual job – to have the physical fitness, ability, flexibility and skills to do the job.	✓	
Able to operate electronic cutting, drilling, maintenance equipment and have basic DIY skills.	✓	
Be fit and able to lift/move deliveries, furniture, appliances unaided for lighter items and with the use of lifting machine as appropriate – training provided	✓	
To be able to work at height with the use of ladders when necessary – training provided	✓	
Be security conscious at all times	✓	
Personal Qualities and Attributes		
Have the aptitude to develop knowledge of the role within an education environment showing commitment to professional development and engaging positively with performance management to develop and update your skills and knowledge	✓	
Be approachable, flexible, adaptable and have a positive attitude to working in a structured environment	✓	
Emotional resilience in working within a busy environment where adaptability and flexibility are essential	✓	

A commitment to establishing and maintaining positive professional relationships with all stakeholders, behaving with integrity and treating people with respect in line with the Staff Relationship Guidelines and Dignity at Work Policy	✓	
To have a pride in the presentation of the school facilities	✓	
To be hardworking and reliable – working extra hours when needed if possible	✓	
Able to handle sensitive information, maintaining confidentiality when necessary	✓	
Evidence of contribution to the wider life of the school		✓
A commitment to excellent attendance, punctuality and professional presentation	✓	
Be responsible, honest and trustworthy	✓	
Knowledge and Understanding		
Knowledge and understanding safe working practices and health and safety legislation and complies with the proper health and safety policies and procedures (i.e. when using cleaning chemicals, reporting incidents)		✓
Knowledge and understanding of the importance of maintaining health and safety for all pupils, staff and visitors and implementing the school's procedures to this end.	✓	
Knowledge of how to use tools safely.	✓	