

# Job Description

Premises Officer



# Key Details

Job Title	Premises Officer
Grade	Grade 4
Salary Range	£25,784 - £27,486
Actual Salary	£25784.00 - £27486.00
Location	Rushey Mead Academy
The postholder may be requested to work from other Mead schools and may be expected to travel between sites within the Trust.	
Responsible to	Premises Manager
Employment Type	Permanent
Weekly Hours	37
Weeks per Year	Full Time - 52 Weeks

## Job Purpose

To undertake strategic and operational management responsibility for the maintenance, security, health and safety and general administration of the academy site, grounds, buildings, facilities and equipment ensuring they operate efficiently and effectively.

## Homeworking

This post is not eligible to work from home in line with TMETs homeworking policy.

## Equal Opportunities

TMET is an equal opportunity employer. We offer a welcoming and inclusive environment in service to one another, our students and our communities. We do all of this with kindness, empathy and respect for each other.

## Safeguarding

This post will involve contact with vulnerable groups (children, young people and/ or adults) and is therefore, exempt from the Rehabilitation of Offenders Act 1974 and subject to a Disclosure and Barring Service check. This exemption means that shortlisted applicants for this post will be required to declare all criminal convictions, cautions, reprimands, and bind- overs both spent and unspent in their application, before interview and regardless of the passage of time.

# Job Description

## Responsibilities

- To maintain and implement adequate security measures and procedures for the site buildings and facilities.
- To carry out all necessary site statutory checks and returns and record electronically.
- To ensure that the school follow the Trust's Health & Safety Policy, necessary legislative and Health and Safety requirements are met.
- To be responsible for maintenance of infrastructure and most equipment in the academy including life cycle plans & asset management.
- To ensure that you are following the appropriate instructions and COSHH regulations.
- To maintain and update Every system as well as maintaining and providing appropriate records procedures and management information for internal and legislative requirements.
- The list above explains the main duties and responsibilities of the post; it does not include each individual task.

## Qualifications

- ICT computer skills sufficient to carry out duties of the post. (Essential)
- Full UK driving license (Essential)
- GCSE English and Maths (A\*- C) or equivalent (Level 2 Basic Skills Literacy/Numeracy) (Desirable)

## Technical Knowledge

- Training or experience, in one of the following: joinery, painting/decorating, plumbing, electrical. (Desirable)

## Experience

- DIY skills and able to carry out minor repairs to buildings and equipment. (Essential)
- Willing and able to operate hand tools, cleaning machinery etc, and carry loads (Essential)
- Enjoy working with pupils and have empathy with pupils and be sympathetic to their needs. (Essential)
- Ability to perform physical tasks required by the post, including lifting, carrying and pushing various equipment. (Essential)
- Experience off managing a team (Desirable)
- Experience of working in an academy/school/college environment. (Desirable)

# Competencies

Behaviours					
Trust and Empathy	Open Mindedness	Learning Orientation	Working with others	Developing Others	Flexibility
Foundation	Foundation	Foundation	Intermediate	Intermediate	Intermediate
<ul style="list-style-type: none"> <li>• We're honest and reliable in all our actions.</li> <li>• We treat everyone with respect and recognising the value of trust.</li> <li>• We understand and show compassion towards others.</li> <li>• We listen closely, acknowledging others' feelings and experiences.</li> <li>• We attempt to see things from others' perspectives, realising the importance of empathy in creating meaningful connections.</li> </ul>	<ul style="list-style-type: none"> <li>• We show a willingness to consider different perspectives.</li> <li>• We exhibit acceptance towards alternative viewpoints.</li> <li>• We are beginning to challenge our own preconceived notions.</li> <li>• We show curiosity in exploring new ideas and possibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• We demonstrate a keen interest in learning new subjects and skills.</li> <li>• We seek opportunities to gain new knowledge and enhance our abilities.</li> <li>• We are receptive to feedback and view it as an opportunity for growth.</li> <li>• We are prepared to explore new methods and step beyond our comfort zones.</li> </ul>	<ul style="list-style-type: none"> <li>• We engage with others in a friendly and approachable manner.</li> <li>• We actively listen to others, demonstrating interest and respect.</li> <li>• We establish connections with others, making efforts to build rapport.</li> <li>• We support team goals through basic cooperation and teamwork.</li> </ul>	<ul style="list-style-type: none"> <li>• We mentor and coach others, supporting their professional development.</li> <li>• We identify opportunities for skill enhancement and provide relevant training.</li> <li>• We offer specific, actionable feedback for refining abilities.</li> <li>• We promote a learning culture, encouraging growth opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• We actively seek out new perspectives and are open to alternative ideas and suggestions.</li> <li>• We readily adapt to changes in plans or priorities without significant resistance.</li> <li>• We demonstrate resilience in the face of challenges, adjusting our approach as needed.</li> <li>• We show a willingness to learn and acquire new skills to navigate different situations effectively.</li> </ul>

# Competencies

Skills			
Communication	Influence	Decision Making and Problem Solving	Planning and Organising
Intermediate	Foundation	Intermediate	Intermediate
<ul style="list-style-type: none"> <li>• We communicate clearly and organise our thoughts well.</li> <li>• We understand how others feel and respond kindly.</li> <li>• We think about how our words and actions affect others.</li> <li>• We can persuade people and get them to agree with us.</li> </ul>	<ul style="list-style-type: none"> <li>• We can effectively convey our thoughts and ideas to others.</li> <li>• We advocate for our viewpoints respectfully in simple negotiations.</li> <li>• We adapt our communication to influence different audiences.</li> <li>• We persuade others in work related matters.</li> </ul>	<ul style="list-style-type: none"> <li>• We analyse and define complex problems effectively.</li> <li>• We evaluate multiple options and make informed decisions.</li> <li>• We use proven problem solving techniques to generate creative solutions.</li> <li>• We understand the consequences and risks in decision making.</li> </ul>	<ul style="list-style-type: none"> <li>• We use structured methods to develop task lists and schedules, making our planning more effective.</li> <li>• We prioritise tasks by considering importance, urgency, and available resources.</li> <li>• We maintain orderliness not only in our workspace but also in our digital environment.</li> <li>• We manage our time consistently meeting deadlines and commitments.</li> </ul>

# Competencies

Core Knowledge				
Process and Procedures	Compliance and regulation	Software and Technology	Sector	Data Management
Intermediate	Intermediate	Intermediate	Foundation	Foundation
<ul style="list-style-type: none"> <li>• We use established procedures confidently to deal with common challenges.</li> <li>• We understand why processes work and can change them for different situations.</li> <li>• We can handle changes from standard ways of working and solve simple problems.</li> <li>• We can suggest improvements to make procedures better.</li> </ul>	<ul style="list-style-type: none"> <li>• We use standard compliance procedures.</li> <li>• We understand why rules are there and handle typical compliance challenges.</li> <li>• We interpret and follow somewhat complex rules alone.</li> <li>• We identify problems and suggests solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• We comfortably use various software for regular tasks.</li> <li>• We understand the main functions of commonly used technologies.</li> <li>• We are able to resolve minor technical problems without assistance.</li> <li>• We explore specialised software related to their field.</li> </ul>	<ul style="list-style-type: none"> <li>• We understand the basic functions and key concepts in our sector.</li> <li>• We recognise common sector terms and concepts.</li> <li>• We seek guidance to understand how external factors affect our sector.</li> <li>• We require clarification on foundational sector practices and norms.</li> </ul>	<ul style="list-style-type: none"> <li>• We handle data carefully, collecting and storing it accurately.</li> <li>• We organise data logically.</li> <li>• We understand principles of data privacy and security.</li> <li>• We carry out simple data analysis and reporting to understand the information.</li> </ul>