



JOB DESCRIPTION: Premises Officer

Grade: Scale 4, Points 7 - 10

Required: January 2026

The Premises officer supports the Facilities Manager in ensuring effective maintenance, security and day-to-day running and of the school site. The postholder helps to create a safe, clean and well-managed environment for students, staff and visitors by carrying out routine maintenance tasks, monitoring site standards, coordinating with contractors and assisting with statutory compliance.

This role provides opportunities to develop skills in facilities management, health and safety procedures and building compliance, with training available to support ongoing professional development.

Responsibilities

Security and Safety

- Maintain premises security ensuring opening and closing procedures are followed and the premises remains as secure as reasonably possible.
- Act as a Key Holder, responding to out of hours call outs and completing and necessary follow-up actions, communicating with the Facilities Manager or senior staff as appropriate.
- Carry out regular test fire alarms and respond to alarm activations, ensuring evacuation procedures are followed
- Maintain a up-to date knowledge of relevant Health and Safety policies, including manual handling, working from height, fire safety and legionella control.
- Attend all required Health and Safety training.

Compliance

- Undertake all weekly, monthly and annual building compliance checks as directed by the Facilities Manager.
- Accurately record all compliance checks using the StatLog application.

Building Maintenance

- Complete daily site inspections, identifying, recording and reporting repairs or maintenance issues.
- Record all defects relating to structure, fabric, fixtures, furnishings and equipment to the Facilities Manager.
- Carry out minor repairs, which may include:

- Repairing door handles, closures, locks and window latches
- Installing toilet roll holders, soap dispensers and paper towel mechanisms
- Changing fuses up 13 amps
- Attending to broken windows, removal of hazardous glass and installing temporary boarding
- Basic plumbing repairs such as replacement of tap washers, toilet seats/handles and basin plug/chains.
- Organise and carry out minor improvement works, such as:
 - Erecting shelving, noticeboards and book cases
 - Basic painting and decorating
- Liaise and supervise maintenance contractors under the direction of the Facilities Manager ensuring work is completed to a satisfactory standard.

Grounds Maintenance

- Complete daily inspections of playground areas, recording issues on StatLog.
- Maintain the general upkeep of the school grounds, including litter clearance, leaf and snow removal, weeding and hedge trimming and mowing..
- Ensure that all boundary areas, entrances and exits remain secure.
- Undertake pruning and planting periodically as directed and ensure flower beds are watered when required.

Cleaning and Waste Management

- Monitor site cleanliness and report any concerns to the Facilities Manager.
- Undertake general cleaning and emergency cleaning, including disinfecting sanitary areas when needed.
- Ensure timely collection and disposal of waste, including general, recyclable and food waste streams.

Porterage

- Move furniture and set up/take down rooms for events or operational needs.
- Receive and distribute goods checking delivery notes, forwarding them to the appropriate relevant department and ensuring items reach the correct staff member.

Additional Responsibilities

- Monitor the facilities inbox/helpdesk and respond to requests in a timely manner.
- Monitor stock levels of consumable (e.g. tissues, soap, bulbs, batteries) and report requirements to the Facilities Manager.

General

- Work flexibly between 07:00 and 16:00 on a Rota with the Premises Assistant and

Facilities Manager, and work one Saturday per month.

- Work additional hours when required, with time off in lieu or overtime by agreement.
- Take responsibility for personal professional development and contribute to improving the efficiency of school operations.
- Understand and follow the school's Safeguarding and Child Protection procedures and report any concerns appropriately.
- Actively promote Equality, Diversity and Inclusion across the school community.
- Attend meetings and training sessions as required.
- Support and uphold the Catholic Salesian ethos of the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

PERSON SPECIFICATION: Premises Officer

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Outline of Key Abilities

You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when writing your personal statement which you will find under Section 6 of the application form. Please read the candidate guidance under that section

Key:

E - Essential D - Desirable A - Application Form I - Interview/Selection Process

Qualifications and Experience		E	D	A	I
1	Good numeracy and literacy skills	√		√	√
2	GCSE English and Maths (minimum grade 4)		√	√	
3	Experience of caretaking/site management in a school site or similar environment	√		√	√
4	Experience undertaking basic carpentry, decorating and electrical work	√		√	√
5	Experience using relevant tools, equipment, materials and chemicals	√		√	√
6	Experience using Microsoft Office and database systems	√		√	√

Skills, Abilities and Knowledge		E	D	A	I
7	Trained and competent in manual handling	√		√	√
8	knowledgeable of health, safety and hygiene procedures	√		√	√
8	Good interpersonal and communication skills (written and verbal)	√		√	√
9	Ability to follow process and procedures and maintain consistency of approach	√		√	√
10	Ability to prioritise work, use initiative and work under pressure	√		√	√

11	Ability to relate to and develop positive relationships with children and adults	√		√	√
12	Ability to work independently, as part of a team and across departments	√		√	√

Personal Qualities		E	D	A	I
13	Professional and approachable demeanour	√		√	√
14	Integrity and commitment to maintaining confidentiality	√		√	√
15	Flexible and solution-focused approach.	√		√	√
16	Proactive attitude and a willingness to learn new skills	√		√	√
17	Willingness to work flexible hours and shift patterns	√		√	√
18	Commitment to the aims of the school and supportive of the values and ethos of a Roman Catholic, Salesian secondary school	√		√	√
19	Familiarity with Roman Catholic and Salesian Values		√	√	√