

**School/College:** The Meadow Community Primary School

**Job Title:** Premises Officer

**Grade:** 7

**Responsible To:** Headteacher

**Responsible For:** Cleaners

**Key Relationships/  
Liaison with:** School Business Manager

**Job Purpose:**

- a) To undertake responsibility for the supervision of the site and the maintenance and security of the buildings.
- b) Contribute to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds which ensures that students have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities.

## **MAIN DUTIES AND RESPONSIBILITIES:**

1.
  - a) May be required to manage a team of cleaning staff, undertaking maintenance, repairs and cleaning of the building and grounds.
  - b) Agree and implement a programme of cleaning, repairs and maintenance with the School Business Manager, providing details of costing, timescales etc where appropriate.
  - c) Liaise with external contractors and ensure compliance with Health & Safety requirements.
  - d) To monitor the work of the cleaning staff to ensure the work undertaken by them meets the standards required to ensure that the school gets value for money, that the school is a clean, safe, healthy and comfortable place for students, staff and other users to use.
  - e) To undertake a long term programme of general maintenance work, as agreed, with the Headteacher to ensure that the school is maintained in a state of good repair on a cost effective basis in accordance with the Schools Development Plan.
  - f) To undertake minor repairs and maintenance on an 'as and when necessary basis' to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption.
2. **Administration**
  - a) Order materials and equipment required for use by the Premises/Cleaners team, in line with school ordering procedures.
  - b) Complete appropriate records (e.g. heating/safety checks, order forms).
  - c) Contribute to the review of school policies and procedures related to the Premises function by working with senior colleagues.
  - d) Deal with day to day work related issues, relating to premises and cleaning staff (e.g. absence cover, quality/quantity of work, working methods/use of new equipment/materials, liaising with the School Business Manager, as necessary).

3. **Security of Premises and Contents**

- a) To open the grounds and school buildings and 'unset' alarms in accordance with laid down schedules and 'one off' bookings (lettings), to ensure that lessons and other activities are able to take place at the specified times.
- b) Lock school doors and gates and setting alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.
- c) To attend the premises when alarm is triggered, out of hours and liaise with Police, as necessary, to check windows are closed.
- d) Carry out emergency security repairs where possible or contact the appropriate contractor.
- e) Maintain duplicate sets of keys for all rooms and equipment.

4. **Buildings**

- a) Implementation of repairs, maintenance and cleaning programme agreed with the School Management and/or in accordance with the School Development Plan. Deploy premises and cleaning staff appropriately and/or liaise with contractors regarding work requirement. Ensure that work carried out by staff and contractors is completed to specified high standards, meets deadlines and complies with safe working practices.
- b) Oversee and undertake part of the daily cleaning of the school ensuring that the work is completed to a high standard and complies with safe working practice.
- c) Liaise with contractors as necessary.
- d) Deal with and participate in ad hoc requirements for repairs and maintenance work throughout the school. Deploy contractors as appropriate.

5. **Grounds Care**

- a) Ensure grounds care work undertaken by contractors etc is completed to a specified standard and that safe working practices are adhered to. Liaise with contractors as necessary.
- b) Ensure grounds are kept in a clean and tidy condition.
- c) Overseeing and undertaking as required the cleaning of outside areas, i.e. paths, drains, gullies, car park, play areas.
- d) Carry out litter picking to ensure grounds are kept in a tidy condition.

6. **Electrical Installations**

- a) Replace bulbs/shades where accessible. Replace tube, starter, shade (not sealed units), where practicable.
- b) Replace, re-fuse or fit plugs (after training).
- c) Inspect electrical fittings and arrange for contractor to deal with any defects.

7. **Heating Systems**

- a) To undertake checks of the boilers in accordance with laid down schedules and to take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible, to enable lessons and activities to take place without disruption.
- b) Carry out routine maintenance procedures for heating boilers, water pumps, and sump pumps. Ensure that proper safety precautions are observed in the boiler house. To know the location of main stop cocks and valves, and mains electricity breakers.

8. **Emergencies**

- a) Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaise with contractors as necessary.
- b) Liaise as necessary with Emergency Services including calling in Emergency

Services as required.

9. **General**

- a) To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests.
- b) Receive and transport to main store or deliver throughout the building **ALL** normal educational deliveries.
- c) Deal with accident spillages.

10 **Training**

- a) In consultation with the School Business Manager identify and undertake appropriate training and development.
- b) Identify, and if appropriate, provide training required by Cleaning Team.

12 **Health and Safety**

- a) To comply with Health and Safety legislation, School Policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the School Business Manager, to enable the school and school grounds to be safe and healthy places for students, staff and other users to use.
- b) Ensure that the school's Health & Safety policy is complied with in as far as it relates to Premises Management and Premises/Contractors' staff, to ensure their safety and that of students, staff and other school users.
- c) To carry out duties placed on employees by Health & Safety Legislation.
- d) To ensure that caretaking equipment, i.e. mechanical aids, steps are in a safe condition.
- e) Report to Headteacher or designated person any non-structural hazards (i.e. broken/loose furniture/play equipment) or structural faults that are seen which cause concern or may be in an unsafe condition.

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

# PERSON SPECIFICATION

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**Job Title:** Premises Officer  
**Grade:** 7

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
Good level of literacy and numeracy.	✓		App/Doc
NVQ level 2 or equivalent in numeracy and literacy.		✓	
<b><u>Experience</u></b>			
Craft skills, e.g. plumber, electrician and decorating or previous experience in a caretaking role including repairs and maintenance.		✓	App/Ref
Working within a school setting.		✓	
Liaising with external contractors including negotiating prices for small jobs.		✓	
<b><u>Knowledge</u></b>			
Ability to alert senior staff to unsafe practices.	✓		
Understanding of the context in which the schools are working.		✓	
An ability to undertake risk assessments in relation to premises function.	✓		
Knowledge of Health & Safety issues relevant to the post including legislation and COSHH.		✓	
An understanding of Health & Safety and security issues.	✓		
A knowledge of good security practices.		✓	
Ability to understand and apply school			

	Essential	Desirable	How assessed
policies related to the post including those that relate to pupil contact.	✓		
<b><u>Skills/Attributes</u></b>			
Good communication and interpersonal skills.	✓		
Ability to relate well to staff, governors and pupils and to be assertive when necessary.		✓	
Ability to maintain accurate records.	✓		
Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.	✓		
Ability to negotiate desired outcomes (e.g. prices, deadlines).		✓	
Ability to use range of tools/cleaning equipment relevant to post.	✓		
Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc used in design classrooms.	✓		
Self motivated.	✓		
Ability to work with minimum supervision.	✓		
Willingness to undertake personal development and training.	✓		
Ability to work as part of a team.	✓		
Flexible – prepared to work some hours outside normal working hours.	✓		
<b><u>General Circumstances</u></b>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<b><u>Factors not already covered</u></b>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the	✓		Med

	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
provisions of the Disability Discrimination Act 1995.			

App = Application Form

Pre = Presentation

Doc = Documentary Evidence (E.g., Certificates)

Test = Test

Med = Medical Questionnaire

Int = Interview