



## JOB DESCRIPTION

### Premises Officer- The Minster School

#### Salary and Hours

**Salary:** NJC Salary Scale – Grade 3 – Scale Point 5 to 7

**Hours:** 37 hours per week

A flexible approach to working hours is essential for this position. Hours of work are usually on a shift pattern between the hours of 6am and 10pm Monday to Friday. Weekend lettings cover on a rota basis – subject to a maximum fixed rate of pay.

**Daily Direction from:** Site Manager

**Note:** All Support Staff are managed overall by the School Business Manager

#### Purpose

Providing an efficient and effective caretaking service to the school; ensuring that the security and appearance of the school and its working environment are maintained in accordance with the high standards set. The job responsibilities are embraced within the overall remit of the post, the total workload carried out by the Site Officer will be determined by the working week and priorities determined at any time by the Site Manager, School Business Manager in consultation with the Head.

#### Specific duties and responsibilities

- The security of the premises, together with its contents.
  - Locking and unlocking of the premises
  - Attending to the intruder and fire alarm where applicable
  - Boarding up and making secure the building following vandalism or other damage
- When on duty or standby, be the first person to deal with alarm activations, establishing whether the alarm is genuine or needs an emergency call to be made. Liaising with other staff members to keep them informed of progress
- Monitoring the heating of the premises and ensuring that the required temperatures are maintained. Ensuring that the boiler plant equipment, is maintained in accordance with the specification and faults are reported
- Monitor and record the daily, weekly, monthly and quarterly checks for specific areas, water tests, fire equipment and other equipment as required
- Cleaning and maintaining areas as requested including:
  - Any area of the building
  - Any area of the grounds
  - Floors
  - Internal glass
  - Removal of graffiti from internal or external surfaces
  - Buildings



- To carry out such portage duties as and when required
- Handyperson duties, for example; securing screws, hinges, door furniture, locks, minor repairs, painting, boarding windows, changing bulbs, fluorescent tubes and starters, cleaning and replacing light diffusers, unblocking sinks and drains, water tests and utility meter readings. ***This list is not exhaustive.***
- Ensuring that all the exterior hard-surfaces including artificial turfed areas are kept in a clean and tidy condition – including the emptying of litter baskets, the cleaning of drains and gully's as required and the salting, de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises
- To give adequate supervision and directive advice to contracted cleaning operatives as necessary
- To receive all deliveries and check items against the delivery note. Liaise with administration assistants for information and distribute deliveries and paperwork to departments as appropriate ensuring that delivery paperwork/notes are taken to the finance office
- To ensure that sufficient supplies are ordered and stock levels maintained and consumables are replaced around the site as and when required or requested. For example, salt; grit; binbags; paper towels; toilet rolls; hand sanitiser; liquid soap and cleaning materials ***This list is not exhaustive.***
- To be available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings, including call outs
- In cases of emergencies outside the working week (e.g. intruders, fire, floods etc) to attend (by prior agreement) when required to cover for Site Manager during his annual leave.
- To supervise and assist contractors or other visitors on site relating to any matters of building or grounds maintenance, health and safety or lettings
- Moving and setting out equipment, furniture, staging systems etc as requested
- Taking reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities and, where appropriate, safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of Health and Safety legislation
- All Site Officers are required to act as designated first aiders and appropriate training opportunities will be given
- All Site Officers are required to be flexible with their standard hours, weekend working and standby cover to support during poor weather, sickness and holidays of other members of the team

## Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

## Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

## General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.



Signed: \_\_\_\_\_ Member of Staff

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_