 

|  |  |
| --- | --- |
| Post Title: | **Premises Officer**  |
| Reporting to: | **Business Manager** |
| Disclosure level: | Enhanced DBS |
| Christian Ethos: | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| Job Purpose | To be part of a successful team providing Operational/Premises support throughout the school. Under the direction of the Business Manager, the Premises Officer will be responsible for the robust security of the premises and its contents (including the operation of fire and intruder alarms and key holder responsibilities), lighting, heating and cleaning of premises (including general maintenance i.e. plumbing, painting, repairs, drainage, woodwork and operation of plant), porterage, painting on a rolling programme of maintenance and any handyperson duties, compliance activities in relation to pest control and weekly water flushing and other duties arising from the use of the premises. To report/action any issues identified directly to line management.To be listed on the call out rota for emergency out of hours needs regarding the security of the school building.Contribute to the safeguarding and promotion of welfare and personal care of children and young people with regard to the Every Child Matters agenda, Child Protection Policy and Social, Emotional Aspects of Learning. Contribute to the overall ethos/work/aims of the school. Appreciate and support the role of other professionals. Attend relevant meetings and other after school activities as required. Participate in training and other learning activities and performance development as required. |
| **Facilities – Whole School Site** |
| **Security of premises*** To carry out robust security procedures for school buildings and grounds - whole school site
* Locking/unlocking school gates and external entrance doors ensuring safeguarding at all times, reporting/actioning any issues arising
* To inspect buildings and grounds to ensure no disturbance
* Preventing trespass on school premises and grounds
* Checking and securing windows and internal doors
* Switching on/off appropriate alarm systems
* Switching on/off lights as required
* Ensuring unauthorised parking of vehicles does not occur
* Responding to and carrying out recognised procedures in the event of a fire, flood, breaking and entering, accident or major damage
* Providing access to the school in the event of emergency situations
* Ensure the correct operation of the intruder/fire alarms by regular testing.
* To order blanks, cut, collate, collect and distribute locker keys for pupils, liaising and communicating with Admin staff to ensure the database is kept regularly up to date and accurate
* To cut keys for school buildings, where appropriate

**Lighting and Heating of the Premises** * Checking and replacing light fittings and liaising with the necessary LED electricians
* Operating the Building Management Systems/Boilers so that the required temperatures are maintained in the school premises
* To clean the Biomass Boiler ahead of service, ensuring the relevant PPE is worn
* Carrying out frost prevention procedures as instructed
* Carrying out routine inspection and maintenance procedures in accordance with the instruction of the Schools Heating Engineers on ancillary equipment
* To take all Meter Readings and provide information to the Finance Team
* To manage the external lighting controls within the varying seasons and late events

**Compliance*** To carry out daily pest control checks in key areas of the site, identifying rodent activity, laying traps and sanitising said areas
* To carry out weekly flushing of all areas to prevent legionnaires disease

**Cleaning/Maintenance of Premises*** Ensuring instructions on usage of all materials is strictly adhered to because of risk to persons or property
* To ensure that the school premises and furnishings are clean and are of a high standard
* Toilets to be visited at various times of the day, particularly after breaks, to ensure that cisterns and automatic flushes are in working order and to lay down disinfectant where necessary
* Provide emergency cleaning, after a child has been sick.
* Drawing soap, toilet rolls, paper or roller towels and any other associated items from stock cupboard and distributing to W.C’s where necessary, in the absence of the Housekeeper
* Walking around play areas and drives daily, picking up litter, gum etc, from all areas including paths, flower beds and grassed areas
* Sweeping up excess dirt from patios and hard surfaces, as and when required
* To clean leaves during the Autumn period and to rock salt all areas etc, in frosty weather to ensure that all drains, gullies and grids are kept free flowing and clean, including cleaning blockages. (to attend school earlier than arranged shift to assist with ice/snow clearance)
* Ensuring that the dustbin points are clear, emptying litter and keeping clean and distributing bins as required.
* To carry out painting as required, in accordance with the painting programme ensuring school standards are met.
* To carry out low level window cleaning.
* To carry out maintenance of the roof ensuring free from debris, path clearing.
* To assist with the grounds maintenance in the front school grounds, i.e. jet washing
* To assist with and carry out the internal and external cleaning of the school minibuses.
* Respond appropriately to emergencies or urgent issues as they arise.
* To ensure waste is sorted and relevant recycling/general waste receptacles are used economically, assisting with an efficient recycling programme in line with the grey bin provision i.e. paper, cardboard, plastic bottles and help to raise litter awareness within the whole school, identifying recyclable items
* To carry out Portable Appliance Testing (PAT) on a rolling programme, in conjunction with the school calendar and the Business Manager.
* To rectify minor faults discovered as a result of the PAT testing. Replace cables, fuses, plug tops etc.
* To maintain the PAT results and provide the data to the Business Manager to download into the main database
* To ensure that the Premises Area, Tool Rooms, Boiler House and Service Yard are kept tidy, clean and locked, preventing access to non-Premises Staff, allowing quick access to tools and equipment
* To ensure the tool log and inventory is kept up to date and stocks of DIY resources are kept at an adequate level to respond to reactive work

 **Porterage / Event Set Up*** Taking delivery of stores, materials and other goods received by the school and storing them as instructed
* Despatching goods, materials etc, for the school
* Any other porterage duties as requested
* Ensure that all furniture arrangements and accommodation requests are in place on time. i.e. preparation of the school hall and other areas as required

**Safety at Work*** Ensuring that all cleaning and caretaking activities are carried out in a safe manner
* Complying with all procedures required by the Health & Safety Officer
* Ensuring that all cleaning equipment is in a safe working condition
* To be responsible for the fire alarm and sprinkler testing
* Ensure that all work (maintenance and development) complies with relevant Building, Health and Safety regulations liaising with the Health & Safety Officer
* To identify areas for repair and determine whether the task can be performed in-house, in liaison with the Business Manager.

**Staff Training / Team Work / Additional Hours*** Liaising with the team in all aspects of work and cleaning methods.
* To effectively communicate with all members of the team and school staff as necessary and professionally.
* To attend weekly/fortnightly meetings and share workloads, priorities etc.
* To ensure a handover within the team is carried out when coming on duty/finishing duty, where appropriate.
* Maintain and encourage a good working atmosphere and team spirit and seeing that work is done correctly, up to standard and promptly, sharing ideas and best working practice
* To be part of a fair rota within the team for additional and unsocial hours in relation to weekend demand (Saturday); to accommodate Saturday School/College and other school events. The frequency of these additional hours will be seasonal i.e. more frequent in the approach to exam season. (If the team member is unable to work the allocated hours within the rota, it is the employee’s responsibility to secure another colleagues commitment either by swapping or giving the additional hours away)
* To cover colleagues absence or annual leave, as necessary, which may include weekday ‘late’ shifts.
* To be part of a fair and sound call out rota
* Dealing with instructions received from the Business Manager concerning the letting of the school premises.

**RESPONSIBILITIES*** To be aware of and comply with procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Contribute, promote and uphold the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required, in line and required for the role

**KNOWLEDGE, QUALITY AND SKILLS*** To work within high levels of work-related pressure, addressing and meeting deadlines, ability to re-prioritise depending on unplanned situations, dealing with interruptions and other demands.
* To show initiative
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
* Ability to self-evaluate learning needs and actively seek learning opportunities
* To be highly disciplined and with excellent self organisational skills.
* To have a positive “can do” attitude that is infectious.
* To demonstrate and succeed in excellent interpersonal skills and understanding the emotional needs of others
* To have a flexible attitude towards working hours. Hours of work during school holidays will be adjusted to reflect a shorter opening. Although this position should be able to cope with the workload during the normal working hours, it is recognised that when school events are held and things do not go to plan, flexibility will be required. This position needs to be able to nimbly adjust their working hours, without exploitation and within reason.
* To be a team player. This position needs to be able to work well with the School’s Senior Leadership Team, Governors and the other departmental managers.
* Effective use of ICT packages
* Full working knowledge of relevant policies/codes of practice/legislation
 |
| *Note - “Whole School Site includes School, Study Centre and Sports Complex”* |
| 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.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.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 following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

**June 2022**