Job Description

Post Title	**Senior Premises Officer**
School / Organisation	Avanti Schools Trust
Location	Avanti House Secondary School
Grade	Grade 4, Approximately £29,556 - £31,310 per annum
Hours	40 Hours
Contract Type	Permanent
	Year Round
Reports to	Area Manager Harrow
Preferred Start Date	January 2027

MAIN PURPOSES OF THE JOB

The Senior Premises Officer will be responsible for ensuring that the school's facilities are well-maintained, clean, and safe for students, staff, and visitors. The role requires an individual with a strong knowledge of facilities management, excellent organizational and communication skills, and experience managing a team. The Senior Premises Officer will also be responsible for opening and closing the school, overseeing cleaning staff and contracts, supporting capital projects, ordering consumables, and working closely with the School Principal and Business Support Manager to ensure that school requirements and needs are met.

RESPONSIBILITIES OF THE JOB

- Manage the daily operation and maintenance of the school's facilities, ensuring that they meet the required standards.
- Oversee the work of other staff members/contractors as required, including cleaners and caretakers, to ensure that work is completed to a high standard.
- Provide training and support to other staff members, to ensure that they have the skills and knowledge necessary to carry out their work.
- Develop and implement maintenance schedules and plans under the guidance of the Area Site Manager, ensuring that repairs and maintenance are completed in a timely and efficient manner.
- Identify areas for improvement and develop and implement plans to improve the quality of facilities.
- Support management of budgets for facilities management, through undertaking quotation exercises, in-house works and other requirements as directed by the area site manager, ensuring that funds are used efficiently and effectively.
- Oversee cleaning staff and contracts, including the allocation of duties, ensuring that work is completed to a high standard, and liaising with contractors as necessary.
- Support capital projects, working with the Area Site Manager and other stakeholders to ensure that facilities are upgraded and improved as necessary.
- Order consumables, including cleaning supplies, light bulbs, and other materials necessary for the operation of the facilities.
- Open and close the school, ensuring that all facilities are secure and that any necessary equipment is switched on or off.
- Ensure compliance with health and safety regulations, as well as any other relevant legislation.
- Work closely with the School Principal and Business Support Manager to ensure that school requirements and needs are met.
- Support with lettings as required in terms of booking cleaners and caretakers.

PERSON SPECIFICATION

AVANTI SCHOOLS TRUST

Job Description

Criteria		Requirement	
		Essential	*Desirable*
1.	At least 1 year of experience in a facilities management role.	X	
2.	A degree or diploma in Facilities Management or a related field is preferred.		X
3.	Experience managing a team, including cleaners and caretakers.	X	
4.	Strong knowledge of health and safety regulations and other relevant legislation.	X	
5.	Excellent communication and interpersonal skills.	X	
6.	Strong organizational skills, with the ability to prioritize tasks effectively.	X	
7.	A proactive and positive approach to problem-solving.	X	
8.	Ability to work with minimal supervision.	X	
9.	Willingness to undertake personal development and training.	X	
10.	Flexibility – prepared to work some hours outside normal	X	
11.	Previous experience of working in an educational establishment.		X
12.	NEBOSH or IOSH Certificate in Environmental management, Legionella Prevention, Fire Marshall, Safeguarding Training, Working at Heights, Risk Assessor, PAT testing.	X	
13.	Commitment, drive, innovation and integrity.	X	
14.	Understanding of the Trust ethos, values and vision.	X	
15.	Commitment to the safeguarding and welfare of all students	X	
16.	Commitment to professional development, learning and development to improve own practice/knowledge.	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - Child Protection and Safeguarding Policy 2026-2027