

## JOB DESCRIPTION

Job Title:	Premises officer	Grade:	Sc6
Reports to:	Headteacher/SLT	Hours	35 hours per week

### Purpose of job

The Premises Officer is responsible to the Headteacher/SLT for the general upkeep of the school premises and grounds, and for providing a safe, secure, clean and warm environment for all children, staff and visitors.

Working to the direction of the Headteacher, the Premises Officer will be responsible for carrying out the duties of the post with regard to the Local Authority and school's equal opportunities policies and shared values.

The Premises Officer will be on site during working hours unless his/her duties are required elsewhere.

### Security:

- Opening and locking gates, doors and windows as appropriate.
- Taking all reasonable steps to minimise loss or damage to the premises.
- Patrolling the site at appropriate intervals.
- Ensuring that intruders are dealt with appropriately in accordance with the school's practice and where necessary keeping the Police informed, subject to guidelines of health & safety requirements.
- Ensuring that the necessary action is taken to minimise risk if further intrusion and damage pending more permanent repairs.
- Arranging out of hours security cover and responding to out of hours emergency call outs.
- Ensuring that keys are kept in a safe place.
- Arranging access to the school by all authorised staff, contractors, visitors, parents and others, whilst ensuring that such access causes minimum of disruption to the day-to-day running of the school.
- Reporting burglaries, acts of vandalism etc. to Head Teacher and appropriate central staff and police.
- Taking responsibility for fire and intruder alarms, testing them regularly.

### Electrical installation Testing

- Commission and oversee appropriately qualified contractors to undertake electrical inspection as required.
- Ensure records of compliance are available for inspection and make recommendations for future works to the Headteacher in line with Health and Safety requirements.
- Arrange for any remedial works to be carried out by approved contractors with minimal disruption to the running of the school.
- Maintain Electrical Appliances Register entering and removing records where necessary.
- Carry out an annual stock check ensuring records are available for inspection by authorised personnel.
- Checking and replacing lamps, tubes etc. in light fittings. (Within health and safety guidance)

### 11. Management of Gas appliances

- To seek appropriate 'Corgi' registered contractors to service and test all gas appliances on site where required arranging works outside school hours unless emergency works are required.
- Commission and oversee appropriate 'Corgi' registered contractors to Maintain and service all H.W.S and Heating Boilers on site on an annual basis and provide an emergency callout so that faults are rectified as soon as possible.
- To maintain records of such visits and make available for inspection by authorised personnel.
- To action any remedial work raised by inspections to ensure the continued health and safety of site users.
- Dealing with faults and defects including checking and replacing fuses as necessary up to 30 AMPS.

- Check and replace lamps, tubes etc. In light fittings.

### **12. Fire safety**

- To record weekly checks and tests on fire alarm system call points and automated fire control systems, smoke detectors, fire doors and fire equipment.
- Commission and oversee appropriate contractors to service and maintain the fire alarm system and fire equipment on an annual basis ensuring records are available for inspection.
- Replace fire alarm glasses.

### **13. Health and Safety**

- Maintain a safe and healthy environment referring all hazards to the nominated health and safety officer at the establishment.
- Have knowledge of use and maintenance of fire precautions and equipment.
- Clear ice and snow, putting down salt to give access and egress to site.
- Check safety doors are secured against unauthorised entry where appropriate.
- To manage all contractors on site checking that all relevant health and safety rules are being followed to minimise any harm or danger to all school users and to minimise any loss or damage to school equipment or premises.
- Carry out the inspection and replacement if needed of all school safety signs around premises.

### **14. Management of Asbestos**

- Maintain a register recording and identifying all types of asbestos materials on site making available for inspection to authorised personnel and contractors working on site.
- Commission and oversee appropriate 'Asbestos removal' registered contractors should any work be undertaken to repair or remove any asbestos materials on site ensuring minimal disruption to the running of the school and within Health and Safety guidelines.

### **15. Management of Legionella and water control systems**

- Maintain a 'Health and Safety of Water Manual' to identify, monitor and control water borne hazards and make available for inspection.
- Commission and oversee appropriate 'Water control' contractors on an annual basis or where required to ensure systems are operating correctly and compliant with Health and Safety guidelines.

### **16. Management of Control of Substances Hazardous to Health (COSHH)**

- Maintain a manual dealing with 'COSHH', which identifies and risk assesses COSHH related issues making available for inspection.
- To annually identify and risk assess all hazardous substances, making recommendations

### **Premises Maintenance:**

- Raising appropriate works orders and supervising contract staff, ensuring safety procedures are adhered to, keeping time-on job checks, and ensuring that the contract specification is achieved and that any errors or omissions are remedied speedily and to monitor charges and certify payments as appropriate.
- Carrying out routine building inspection: internal and external providing regular reports to the headteacher and governors on the state of the premises and the school site in general with details of any anticipated works.
- Taking responsibility for the planned and day-to-day maintenance and upkeep of the premises, including buildings, fixtures and fittings, equipment and furniture.
- Promptly completing, and/or coordinating and processing all minor fixes, decorations, repairs and improvements within the school premises and organising a programme to implement such works in the most cost effective way, either by undertaking such fixes, decorations, repairs or by commissioning the appropriate contractor.
- Undertake regular checks on drains and gullies, toilets etc. taking appropriate action as necessary.
- Assisting/maintaining the plans for a programme of planned, cyclical redecoration as agreed with the Head Teacher.

- Ensuring the safe and efficient operation of all mechanical, electrical and heating services. Monitoring and maintaining proper safe levels of lighting, heating and ventilation.
- Ensuring adequate supplies are maintained for the effective performance of the duties of all premises staff.

### **Furniture**

- Maintain a furniture inventory, entering and removing records where necessary.
- Carry out an annual stock check, identifying Health and Safety Risks and ensuring records are available for inspection.
- To set out halls, classrooms etc for inset, meetings, school performances, theatre companies, including chairs, tables, audio and visual equipment as required and clear away after function.

### **Cleaning:**

- Liaise with the cleaning company where appropriate and as directed by the headteacher.
- Playground – sweeping, clearing litter and debris including green areas, weeding hard surfaces, excluding use of pesticides.
- Organise and/or undertake cleaning internal windows throughout-
- Cleaning up spillages and similar emergencies, including cleaning up bodily fluids and internal graffiti as quickly as possible. Checking soiling of toilet areas throughout the day subject to health & safety guidelines.
- Identifying and undertaking any elements of day-to-day cleaning not included in the agreed contract and making arrangements for exceptional elements of high-level cleaning to be undertaken outside of the normal contract.
- Changing paper towels when appropriate.
- Cleaning and disinfecting refuse containers weekly.
- Manage maintenance of garden area in the school playground.

### **Porterage:**

- Dustbin management, waste removal.
- Helping school staff – e.g. assisting with large display mounting, moving sets etc.
- Erecting, storing, moving and distribution of furniture, equipment and other items.
- Remove and store furniture in available storage facilities.
- Furniture moving, including dining tables and chairs where necessary.

### **Administration**

- Taking responsibility for obtaining estimates, quotes, tenders for development or improvement works and to assist in the preparation of any schemes submitted for external grants, in connection with improvements to school premises or facilities.
- Adhering to the school's agreed administrative systems in relation to placing orders, the ordering of stock.
- Supporting the Head Teacher to determine and prioritise an annual list of minor building repairs and upgrades.
- Overseeing and coordinating deliveries of stock and supplies etc. to correct storage site.
- Monitoring expenditure under appropriate budget headings as delegated by the Head Teacher.

### **Professional development**

- The Premises Officer is required to keep up to date with all current legislation etc. and to report any concerns on non compliance to the Headteacher. S/he must undertake all relevant training such as COSHH, working at height, lone working etc.

### **General Duties – as Head Teacher or School Business Manager requests:**

- Opening and locking up for evening and weekend school related meetings e.g. parents' evenings, governors' meetings, fairs sometimes at short notice.

- Being prepared to vary agreed working hours to all reasonable requests for assistance from staff, site users, visitors and contractors.
- Allocate daily tasks and supervise the Premises Assistant where required.
- Input to the lettings of the school.
- Liaise with others on the school site in particular, the Wrap Around Care service, active until 6.30pm every weekday and Holiday club during the school holidays. (Excepting the Christmas Holidays)
- Complying with any reasonable requests in relation to other unspecified duties commensurate with the grading of the post, as directed by the Head Teacher.
- Facilitating lettings as required by the Head Teacher.

#### PERSON SPECIFICATION

**JOB TITLE:** Premises Officer      **GRADE:** SC6

**SCHOOL:** Kilmorie Primary School      **REPORTS TO:** Head Teacher

**POST NO:**

Note to Candidates:

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short listing and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of short listing.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be short listed and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

**EQUAL OPPORTUNITIES:**

Commitment to implement the School's Equal Opportunity Policy. S

Awareness of Equal Opportunities and diversity issues particularly in relation to children. S

**KNOWLEDGE/SKILLS (Essential Requirements):**

Experience of providing a safe and secure environment S

Good ICT skills.

Ability to carry out manual tasks/ minor repairs/ decorating / erection of flat-pack \and other furniture, etc S

Ability to write risk assessments and maintain careful records. S

Ability to manage the upkeep of the school buildings S

Full knowledge of relevant health & safety guidelines/codes of practice and awareness of relevant legislation S

Good communication skills S

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.