

Premises Officer

Salary Grade: Grade 5, Pay Points 4 - 5 from £24,404-£24,790 FTE

Relief Contract to provide occasional cover for (split shifts):

Monday – Friday 6.45 – 10:27 am (3.70 hours)

Afternoon/evenings Monday – Friday 14.45 – 18:30 (3.75 hours)

Accountable to: School Business Manager and Head of School

Job Description

1. General Premises Management

- Be responsible for the general tidiness and safety of the school and outdoor areas.
- Ensure all cleaning/storage areas are kept clean, well-maintained, tidy and clear from obstruction, debris., including Premises Officer's office.
- Identify and report building, furniture or fitting deficiencies to the attention of the School Business Manager (SBM).
- Carry out all premises checks in accordance with the premises log book including site checks, fire alarms, emergency lighting, legionella and water temperature checks, etc.
- Ensure that basic health and safety principals are in place across the school and take steps to introduce appropriate procedures.
- Operate heating plant in accordance with manufacturer's instructions to ensure that required temperatures are maintained and an adequate supply of hot water is available.
- Maintain the boiler house in a clean and tidy order, ensuring clear access.
- Replacing light tubes as and when required.
- Maintain adequate stocks of cleaning materials and equipment.
- Ensure pathways are cleared and made safe, particularly in icy conditions in accordance with the adverse weather procedure.

2. Site Security

- Unlock the school site in the morning and secure the site in the evening.
- Respond as named contact should the alarm sound out of school hours or to other call outs.

3. Emergencies

- Provide safe access to the school and classrooms in the event of snow, ice, minor flooding or other such emergencies.
- Carry out necessary procedures in the event of fire, flood, breaking and entering, accident or minor damage.
- Work alongside school leadership to co-ordinate the response to any emergencies.

4. COSHH –

- Maintain the register of any hazardous substances used in school.
- Maintain a safe storage system for COSHH.
- Ensure that all COSHH Risk Assessments and safety sheets are up-to-date for the products used in school and that copies of documents are stored in-line with the set procedure liaising with SBM. SBM to produce relevant RAs.

5. Contractor Management

- Escort contractors to the site for repairs and maintenance.
- Liaise with the School Business Manager to arrange contractors for specialist jobs.
- Ensure that contractors are aware of asbestos on site where works will require them to work in close contact or where works may result in disruption of asbestos.

6. Line Management and cleaning duties

- Supervise eight Cleaners, ensuring that work is carried out to a high standard. SBM to line manage premises team.
- Ensure that facilities in school have adequate stocks of soap, toilet rolls, etc.
- Support with and carry out cleaning duties as required in the event of staff absence.

7. Fire Safety

- Carry out all checks in-line with the premises log book relating to checking fire extinguishers, fire doors, emergency lighting and fire alarms – highlighting any identified faults in the premises log book.
- Keep up-to-date with any changes in regulations or procedures in relation to fire safety with the support of the SBM.
- Promote best practice in fire safety by highlighting any key areas of concerns in classrooms i.e. blocked fire exits, cluttered walkways, etc.

8. Training

- Attend any relevant training as and when required.
- Identify any gaps in training requirements and arrange necessary training in consultation with the SBM.
- Maintain a record of CPD.

9. Grounds Maintenance

- Monitor the work of the Grounds Maintenance Contractor to ensure that work is carried out to a suitable standard, report any findings to SBM.
- During site checks, monitor trees to ensure that any low branches or other hazards are removed quickly.

11. Other duties

- Deal with and distribute deliveries, including parcels and fruit.
- Upon request, set out/put away furniture for school events.
- Arrange furniture in rooms where necessary.
- Ensure school clocks are set to the correct time.
- Collect and store safely confidential waste and inform SBM when collection required.
- Empty shredded paper from machines and dispose/recycle waste.
- Keep drains clear of obstruction.
- Deal with blocked toilets.
- Removal of weeds from paved and tarmac areas
- Keep outdoor areas free of litter and debris and empty litter bins
- Organise deep cleaning during school holidays.
- Keep all cleaning/waste storage areas clear from obstruction, tidy and accessible at all times.
- **Any other duties proportionate to the post.**

Signed.....

Dated.....