



Job Description

Senior Premises Officer

Job Title:	Senior Premises Officer	Department/Group:	Support Staff
Line Manager:	Facilities Manager	Salary Range	SO2 SP 27 – 29 £34,689 - £35,949
Position Type:	Premises	Contract Type	Permanent - Full time

Job Description

Main purpose of role:

Support the Facilities manager in providing an onsite presence, ensure the school is safe, secure and properly maintained. Assisting in maintaining the site, cleaning, security, heating, health & safety and other general site services within the school premises.

Duties and Responsibilities

- Support the Facilities Manager in maintaining high standards across all areas of site operation.
- Setting up of all scheduled room layouts, equipment and the setting up of AV facilities and mobile displays.
- Monitoring of car park at specified intervals, ensuring that only authorised users (from the list provided by the School) are parked and advising the Head Teacher of any unauthorised presence. Ensuring that gates and entrances are kept clear, supervising car parking during Additional School Periods when required.
- Opening and locking up for evening events, weekends and during School holidays, additional school periods and participating in the emergency call out rota.
- Integrating and communicating effectively with the rest of the onsite staff.
- Providing janitorial duties, including ensuring sufficient consumables, materials and equipment are available to support the delivery of Services, in particular cleaning.
- To ensure that the delivery of Services complies with the Policies and Procedures of University Schools Trust and the School.
- To ensure compliance with the school's Equal Opportunities Policy and those of University Schools Trust in relation to other site staff, Service Users and Subcontractors, at a level appropriate to the post.
- To comply with the School's Policies, Management Plans and Procedures.
- To fulfil Health & Safety responsibilities by adherence to the requirements of the school's Health & Safety Policy and Health & Safety Management Plans.
- To undertake such other duties appropriate to the level and character of work as may reasonably be required within the Facilities Department. Significant permanent changes in duties will require agreed revisions to be made to this Job Description.
- To participate in staff training and attend staff meetings as necessary.



Security

- Act as a registered keyholder for the school premises, open and close the school as required
- Assist with the completion of weekly fire alarm tests and the organisation of fire drills, including review of effectiveness of fire drills and implement improvements/changes as and when necessary.
- Providing the agreed response to emergency alarm activations and to fulfil the duties as required in the School's fire emergency plan.
- Inspect fire doors and check fire alarms and extinguishers and recommend security improvements as appropriate to Hard FM provider and Facilities Manager.
- Ensure entrances, exits and internal doors and windows are secured and manage any breaches.
- Check the physical security of the school buildings, grounds, car parks and outbuildings as required.
- Prevent unauthorised/unsafe parking on the school site.
- Report breaches of security.

Maintenance

- Carry out regular/scheduled maintenance checks.
- Use skills to undertake minor carpentry, plumbing, redecoration and refurbishment works as agreed by Facilities Manager.
- Carry out repairs/replacements as required to include changing locks and lights, unblocking toilets, sinks and gutters, minor plumbing and heating repairs, repairing floors and furniture, replacing whiteboards, removing graffiti, dealing with damage caused by vandalism etc.
- Keeping premises, grounds and car park tidy, swept and free of leaf and litter accumulation and ensure hard surfaces are free from weeds, including providing an emergency ad hoc response in the event of adverse weather conditions to undertake snow clearance and gritting. Keeping external rubbish bins emptied
- Respond to help desk calls and direct internal requests for assistance.
- Removal of or covering up of graffiti and co-ordinating response from Subcontractors when necessary.
- Report faulty equipment, note defects outside his/her competence and place order for repair through the school's maintenance procedures.
- Liaise with contractors and check works as required.

Management

- To deputise for the Facilities Manager and cover supervision of Premises Officers in their absence.
- Supervise the Premises Officers in project-based activities as instructed by Facilities Manager
- To support in the management and monitoring of out-sourced services.

Health and safety

- Remove hazards
- Ensuring playgrounds and corridors clear during the day
- Making sure all emergency cleaning of spillages including food, drink, sickness, spent extinguishers, flooding etc and pest control are carried out in liaison with Cleaning contractors.
- Making sure all paths and removing snow from main entrances, steps, paths and school grounds.



Porterage and supplies

- Porterage duties such as moving furniture/equipment/goods around the site. Moving heavy goods in line with appropriate training standards.
- Making sure all sports equipment in the playing fields are set up as required
- Ensure the premises team receive incoming goods: check for compliance with delivery notes and give appropriate discharge to carrier.

Additional requirements:

The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Governing Body is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.

Reviewed By:	Kurt Ringmo	Date:	22/11/2021
Approved By:		Date:	
Last Updated By:		Date:	



Senior Premises Officer PERSON SPECIFICATION

Qualification Criteria

- Right to work in the UK
- Good literacy and numeracy – GCSE Maths and English or equivalent
- Relevant Health and Safety qualifications and/or willingness to undergo training as required
- Relevant First Aid Qualification (desirable)

Experience

- Experience of building maintenance ideally within an educational setting
- Experience of caretaking, building trade, handyman, cleaning and similar
- Understanding of COSHH and Health and Safety requirements pertaining to the role

Personal Characteristics

- Excellent team player with a 'can-do' attitude and ability to prioritise tasks
- Strong commitment to providing a high quality service
- Strong oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels
- Demonstrates resilience, self-motivation, an ability to make effective decisions, use sound judgment, work under pressure and meet deadlines
- Flexible attitude towards work (able to work varied shift patterns and be on call for emergencies)

Specific Skills

- The post holder must be able to meet the physical demands of the role
- Ability to use computer control systems and standard MS Office packages
- Skills in plumbing, electrical work, carpentry/joinery, painting and glazing

Other

- Commitment to equality of opportunity and the safeguarding, child protection and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check.