



Job Description: Premises Officer

Job Title: Premises Officer

Hours/week: 30 hours per week with a 30 minute unpaid break each day.

Job Purpose:

The Premises Officer will ensure that the whole school environment and support services are maintained at a satisfactory and acceptable standard for the full range of school and community activities. He/She will be required to oversee and monitor all maintenance work carried out at the school and to liaise with contractors as necessary. He/She will ensure that there is adequate and effective security of the school and its property. The Premises Officer will work with others to optimum use of the school campus.

Responsible to: School Business Manager on a daily basis.

Duties:

Caretaking Services

- Provide a high-quality caretaking service.
- Open the building and site as directed, ensuring security procedures are adhered to, taking any remedial action if required.
- Operate and check systems such as heating, lighting and security and report any defects.
- Maintain all relevant logs, records and information as required, e.g. water testing, fire safety records, etc.
- Maintain a record of school keys and be responsible for the purchase and fitting of locks/keys.
- Maintain adequate stocks of caretaking and cleaning materials.
- Undertake cleaning of private offices as negotiated with the Business Manager/Headteacher.
- Ensure responsible operation, care and maintenance of all equipment and tools associated with caretaking, maintenance work and cleaning, and to ensure that proper safety standards and requirements are applied.
- To ensure that the satisfactory levels of cleanliness and hygiene are maintained with regard to buildings, external walkways, drives, playgrounds, gullies, car parks, playing fields and gardens and ensure that all graffiti is removed promptly. (Note: See Contractual information for Hours of Duty).
- Undertake general porter duties, including moving furniture and equipment within the school.
- Assist in the preparation of the premises for school events.
- To attend meetings, training courses, study days and fire lectures as appropriate and agreed with senior management in order to carry out his/her own duties effectively.
- To organise and manage with premises colleague, cover for the requirements of the school and to ensure the maintenance of a satisfactory

premises and caretaking service within regular hours and for lettings within the requirements of the LA code for lettings (details attached).

- Assist the Headteacher/Business Manager as required in the organisation, arrangements and monitoring of various premises related contracts.
- To work effectively alongside Premises Officer colleague and to keep Business Manager informed of any queries/concerns.
- To undertake any additional duties from time to time which may be allocated by the Headteacher.

Buildings Maintenance and Management

- Organise, manage and carry out various maintenance duties and repairs to ensure that the general upkeep and maintenance of the premises is good and of a high standard.
- To ensure that annual maintenance and servicing is carried out on all agreed mechanical and electrical plant and equipment.
- Organise and carry out minor improvement work and minor decoration works as agreed with the school, e.g. putting up shelves, notice boards, gutter clearance.
- Report any hazard or additional works that require other skilled contractors.
- Assist the Business Manager with the preparation of specifications, selection of tenderers and the adjudication of tender bids for minor work (school projects).
- To recommend to the Headteacher/Business Manager programmes of site and/or buildings improvements.
- Carry out routine inspections of buildings, fixtures, fittings, furniture, premises and grounds to assess minor work or repairs required to maintain safe and satisfactory conditions.
- Ensure requirements to meet fire regulations are adhered to, including fire alarm testing and fire extinguisher maintenance, maintaining appropriate record; be responsible for the system of directions and signs throughout the premises.
- To maintain records of legionella water hygiene records.
- To maintain monthly records of services consumption, e.g. water, electricity and gas.
- Ensure adequate security of buildings and premises at all times and to comply with any special requirements as directed; to report any breaches of security to the school.
- To provide the Business Manager with copies of work schedules prior to all holiday periods, detailing all aspects of work to be carried out.

Gardens and Grounds Maintenance

- Ensure that pathways and other external surface areas are kept free of litter, leaves and weeds, etc. and that they are gritted, or salted when required.
- Carry out regular boundary and fence checks, reporting any issues that require attention
- Monitor the condition of outside play equipment and report any health and safety issues.
- Be responsible for the management of waste bins in the bin area and other waste disposal.

Health and safety

- To be responsible as Health and Safety Officer (Premises) for advising the line manager/Headteacher on all relevant Health and Safety regulations and

to advise on any issues contravening or affected by those regulations and to have special responsibility for public safety, accident prevention, reporting and investigation, fire drills, alarms and/or systems.

- To ensure that all relevant Health and Safety rules and regulations (including the WSCC Code of Safe Working Practice for Caretaking Staff) are complied with by all staff under the Site and Premises Manager's control.
- To undertake safety audits of the premises including Risk Assessments as required by the Headteacher.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Maintain an up to date and accurate COSHH register, ensuring that all chemicals have data sheets and risk assessments and that all new products are added to the COSHH register when they enter the building.

School Activity Programmes

- To assist the Headteacher with the development, management, administration and operation of the lettings system and the use of the school by the local community including the liaison with hirers concerning diary dates, keeping the line manager informed of issues that might affect the running of the school.
- To assist the Headteacher in conjunction with other staff in the co-ordination of all uses of the school site.
- To assist in the preparation of the premises for school events, reception of visitors, car parking, chairs in halls and staging etc.
- To check the weekly planner and liaise with relevant staff as appropriate.
- To liaise with the school meals service contractors when required.

Contractual information:

Hours of Duty:

Basic number of hours will be either 30 hours per week from 6.00 am until 12.30 pm with a 30 minute break to be taken. This post includes 1/4 of an hour liaison time with your colleague from 12.15 -12.30 pm each day. Premises Officers will be expected to cover both contracts during holidays/absence of their colleague. (NB. Hours of duty may have to be varied from time to time to meet the needs of the school). The nature of the post warrants both Premises Officers being on call for emergency situations. Premises Officers will also be expected to unlock/lockup the school for weekend/evening lettings. These hours are claimed for separately on a monthly basis.

Annual Leave:

22 days per year (27 days per year after 5 years' service). Annual leave may only be taken after prior consent and agreement of the Headteacher has been given.

Overtime:

By arrangement and consent of the Headteacher.

Driving Licence:

The post-holder will be required to have a full and current driving licence.

Confidentiality:

The Premises Officer is required to respect the confidentiality of all matters relating to the school, pupils and staff.

Probationary Period:

The post is subject to the satisfactory completion of a 6 months' probationary period.

Special Note:

This job description contains references to staff under the Premises Officer's control. At present there is one member of staff who will work alongside the Premises Officer, but these references are included to take account of any future possible changes and/or developments at West Park School.

Further Points of Clarification

Tasks and responsibilities that are included in the above:-

- Lettings: to set out hall for major events and lettings; to assist with setting out and clearing away for outside functions, fayres, sports events; areas to be cleaned after the letting and before final locking.
- Liaising with cleaning contractors who might be affected by building or maintenance activities; also ensuring the Premises Officer's own maintenance/decorating programme is completed as effectively as possible.
- Maintaining good working relationships with contractors, adults and pupils involved with West Park and who have relevant responsibilities for the work of the school and activities it is engaged in.
- To be involved with lunch duties as determined by the management of the school if applicable.
- To develop ICT skills sufficient to fulfil the role of Premises Officer (accessing data sent & working with spreadsheets and data sheets etc.)
- To always carry a school walkie-talkie whilst on site. To take responsibility for all equipment issued to the Premises Officer and ensure this remains in good condition. Mobile phone must always be charged and outgoing calls logged. Liaison with the Business Manager to ensure adequate call time on the mobile is always available. On occasions, approved by the line manager, the mobile phone may be needed for safety reasons for pupil based activities.
- The Premises Officer may be required to use a ladder. On occasions there will be a need to access low level flat-roofed areas.