



## ST MARY'S CATHOLIC PRIMARY SCHOOL

### ***JOB DESCRIPTION***

**Responsible Property Officer  
Band 4  
37 hours per week**

Current Post holder:

Vacant

Job Description Review Date:

September 2024

Signed.....

Date.....

## Job Purpose

The post holder will work a basic 37 hour week mornings and evenings and will be responsible for the security of the premises and its contents; compliance with legal regulations, building codes and approved codes of practice; operation of fire and burglar alarms; operation and suitability of lighting and heating; ensuring the effective cleaning of the premises; the maintenance and operation of plant; portage; semi-skilled \*maintenance duties; management of lettings and other duties arising from the use of the premises; cleaning duties; management of contractors.

*\*Maintenance duties include basic repairs, painting and decorating, minor plumbing works, improvement, and refurbishments where the specific skills of a skilled craftsman are not required.*

The post holder will work shifts in agreement with the Headteacher.

## Line Management

Responsible to: Head Teacher  
Responsible for: None

## Specific Responsibilities – Security

- Operate the alarm system and undertake emergency contact responsibilities as appropriate.
- Be responsible for the security of the school site. Report all security breaches, or potential breaches to the Principal, Support Services Manager and Trust Director of Estates.
- Monitor the use of CCTV images within the school reporting any incidents and addressing faults on the system in liaison with IT support.
- Unlocking and locking school gates at the beginning and end of each day to ensure the safe arrival and departure of all pupils.

## Specific Responsibilities – People and Resource Management

- Work proactively with the Head Teacher and Trust Director of Estates to always ensure operational continuity.
- Maintain the appropriate timesheets/holiday records etc. and ensure that accurate and timely information is passed to the Finance/Personnel team for processing.
- Attend to the requirements of hirers of school premises for the purpose of evening and weekend lettings; be available to attend evening lettings as agreed during the week and at other times by prior agreement. Lettings payments will apply where applicable.
- Monitor the use of energy and water resources in the school, recording meter readings at specified intervals and submitting readings to the Trust Director of Estates at specified intervals.
- Support with the purchase, repair and maintenance of furniture and fittings.
- Set out furniture as required by the Head Teacher or his/her delegated representative.
- Portage duties – ensure goods inwards are removed from the reception area promptly to a secure location as advised by office staff.
- Carry out the testing of portable appliances, keeping appropriate records, keeping any PAT testing equipment secure and in good working order and ensuring an adequate supply of resources are available.

- Contribute towards the development of a site maintenance plan and work with the Trust Director of Estates to ensure its implementation.
- Assist with the monitoring of the maintenance budget, ensuring work is completed to time, and within agreed cost parameters.
- Carry out cleaning duties.
- Liaise with the cleaners to ensure an adequate supply of all consumables, e.g. soap, hand towels, toilet paper, cleaning products etc. Ensure appropriate records of orders/deliveries are kept.
- Always ensure that buildings are operated effectively and efficiently, minimising the use of natural resources including water and energy.
- Manage contractors.
- Liaise with hirers of the premises always ensuring effective communication.
- Carry out car parking attendance duties as directed by the Head Teacher or his/her delegated representative ensuring effective vehicle and pedestrian segregation is always achieved.

### **Health and Safety/Risk and Disaster Management**

- Work with the Head Teacher and the Trust Director of Estates to ensure that the school always remains compliant and submit reports as and when required to verify compliance.
- Carry out weekly flushing of water appliances and assets and record in the Legionella logbook.
- Ensure monthly Legionella testing is carried out and recorded by the nominated LCA registered contractor.
- Monitor the results of Legionella testing and take necessary remedial action.
- Ensure that the legionella risk assessment is fully implemented.
- Ensure that the Slips, Trips and Falls risk assessment is fully implemented.
- Carry out daily and weekly health and safety inspections of the school site ensuring that hazards are reduced to low within a defined timescale.
- Carry out daily safeguarding checks ensuring that the site is secured.
- Undertake a weekly inspection of all areas in the school that have been identified as containing asbestos materials and recording the condition of those areas taking any remedial action necessary where damage has occurred and reporting such damage to the Head Teacher and Trust Director of Estates.
- Know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
- Ensure that the fire risk assessment is fully implemented carrying out the fire safety checks contained in the Fire Risk Assessment and record such checks in the logbook and on the Trust Estates portal, taking any remedial action necessary.
- Ensure all exterior hard surfaces including artificial/turfed areas are kept in a clean and tidy condition including ensuring the litter bins are emptied daily.
- Contribute towards the school emergency plan and disaster recovery plan and be aware of its place within the management procedures of the school.
- Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
- Know about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
- Support the review and implementation of health and safety policies and procedures within the school.

- Take reasonable care for the health and safety of him/herself and of any other person who may be affected by his/her activities and, where appropriate, safeguard the health and safety of all persons under his/her control and guidance in accordance with Health and Safety legislation.
- Ensure the display of hazard warning notices throughout the school, e.g. Fire Escape, Caution: Hot Water etc.
- Manage the use of chemicals and hazardous substances ensuring that all chemicals used on site have COSHH assessments, that these are recorded and kept up to date.
- Ensure that engineering inspections including LOLER, and pressure system inspections are carried out in accordance with legislation and approved codes of practise.
- Maintain all premises-related health and safety documents and records and submit reports to the Head Teacher and the Trust Director of Estates at specified intervals.
- Ensure that the Trust's rules and procedures regarding the management of contractors are adhered to at all times with particular emphasis on safeguarding, risk assessments, method statements and toolbox talks.
- Carry out the cleaning tasks as defined in the cleaning specification ensuring that the highest standards are always maintained.

### Site and Buildings

- Manage the maintenance of the school site buildings. Work proactively with the Trust Director of Estates in the preparation of maintenance schedules and the efficient operation of all facilities on the property including the installations and plant for lighting, heating, hot water, cooking, ventilation, water softening, energy conservation etc.
- Undertake a range of semi-skilled maintenance duties, e.g. painting, minor plumbing works etc, subject to the proviso that if a qualified tradesman is required to carry out the task, then an appropriate contractor will be employed.
- Be available to attend in cases of emergency outside the working week, e.g. intruders, fire and flood, in line with the school policy and procedures for emergency cover.
- Ensure the provision of heating and cooling within the premises and maintain required temperatures; ensure the boiler plant equipment, including heating equipment is cleaned in accordance with the specification and arrange repairs as and when necessary. Attend the premises during the winter months during periods of school closure to monitor the heating system to maintain a suitable temperature so that damage does not occur, e.g. burst water pipes.
- Glazing – boarding up of damaged panes of glass to ensure safety. Call replacement glazing company and arrange replacement at earliest opportunity.
- Flooring – monitor the condition of all floors in the school, making minor repairs as necessary. Arrange replacement as and when necessary, in line with the school maintenance plan in conjunction with the Director of Estates.
- Assist representatives from the Trust and the Diocese of Nottingham during property inspections/visits.
- Assist with pest control measures and respond to infestations as and when they occur, calling in a specialist contractor if necessary.
- In liaison and coordination with the Trust, carry out and assist with the maintenance of the school site buildings and grounds, liaising closely with the Trust maintenance Manager and Trust Grounds Manager in the preparation of maintenance schedules and the efficient operation of all facilities on the property including the installations and plant for lighting, heating, hot water, cooking, ventilation, water softening, energy conservation etc.

- Ensure that drainage channels, sumps, gullies, pipes, traps, inlets and outlets are free running, clearing out and unblocking according to the maintenance schedule.
- Carry out the required property inspections, and associated remedial works, according to the maintenance schedule.
- Attend the premises during the winter months during periods of bad weather to clear paths and other areas to ensure the academy can open as planned wherever practically possible. Occasional overtime may be required for this duty for which an appropriate payment will be made.

### **Skills and Abilities**

The post holder will be expected to always demonstrate the following skills and abilities during the discharge of their duties:

- Carry out cleaning duties ensuring the premises meet the Trust cleaning specification.
- Effectively liaise all cleaning services, whether internal or outsourced.
- Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
- Carry out maintenance tasks in a professional manner with health, safety and safeguarding at the fore.
- Learn new skills and expand current skills and pass on knowledge and techniques to others.
- Demonstrate good general interpersonal and communication skills.
- Deal with conflicting demands and work flexibly.

### **Whole Academy Responsibilities**

- Be a positive influence on the climate and culture of the Academy and always show a positive example.
- Support the catholic ethos of the Academy.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

## General

To work in collaboration with the Trust and other Academies, sharing good practice and supporting during time of absence and/or heavy workload.

- Although a 37 hour week is in operation, the nature of the post requires a flexible working pattern to meet the needs of the academy. Working arrangements will be determined by the Head Teacher and working above 37 hours will attract time-off in lieu where this is agreed in advance.
- This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.
- The duties and responsibilities of the post will evolve with the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.

## PERSON SPECIFICATION

### OUR LADY OF LOURDES CATHOLIC ACADEMY TRUST

**Post: Responsible Property Officer  
September 2024**

<b>Requirements</b>	<b>Post holder requirements Essential (E) Desirable (D)</b>	<b>How this element will be verified Application (A) Interview(I) Practical Tasks (T)</b>
<b>Education/experience</b>		
Experience in an estates and facilities management or caretaking role	E	A
Experience of working in a primary education environment	D	A
Experience in a mechanical and/or electrical	D	A
Willing to develop a knowledge of Health and Safety procedures.	E	A / I
Knowledge of Health & Safety regulations relating to Estates function	E	A / I
IOSHH qualification	D	A
Willing to work with the Director of Estates to develop a planned maintenance schedule	E	I
Previous experience of managing contractors	E	A
<b>Leadership and skills</b>		
Ability to use initiative and problem solving skills	E	A / I

Ability to work with people to motivate, enthuse and inspire colleagues	E	I
Ability to delegate and hold others to account	E	I
Familiarity with Microsoft Office applications and the ability to acquire and update skills as the software packages develop	D	A/I/T
Work proactively as a team member liaising with colleagues		I
Ability to carry out day-to-day practical tasks and identify faults including minor reactive maintenance to the building, fixtures and fittings	E	T
<b>Attributes</b>		
A flexible attitude towards the role, duties and hours	E	I
Committed to the aims of the Our Lady of Lourdes Trust	E	I
Understanding of the distinctive nature and catholic ethos of the trust	E	I
Clear view of what high standards and performance looks like	E	I
Commitment to Safeguarding principles	E	I