

Job Title:	Premises Officer
Grade:	Equivalent to Leicestershire LA
Initial location:	Gilmorton Chandler Primary School, Gilmorton, Leicestershire
Responsible To:	Head, IPAT Senior Premises Officer, Business Partners
Responsible For:	Maintenance, security and cleanliness of school premises including cleaners.
Key Relationships/ Liaison with:	School leadership teams, Business/Office Managers, Local Governing Bodies, Contractors.

Job Purpose

- To be responsible at the direction of the Head or other designated person for the management and the provision of high quality, cost-effective development maintenance, security and cleanliness of all school premises and grounds to ensure that students, staff and other users have a comfortable, clean, safe, well maintained environment in which to work or otherwise use the school and its facilities.
- To undertake responsibility for the supervision of the site and the maintenance and security of the buildings.

Main Duties and Responsibilities

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| 1. | <ul style="list-style-type: none"> • To undertake all aspects of the work of the Premises Officer, e.g. locking/unlocking the premises, cleaning, minor repairs and maintenance, layout of the hall and other rooms, to ensure that lessons and other activities can take place without delay or disruption and that Health & Safety requirements are complied with. • To undertake the management of cleaners. • To assist in the management and monitoring of a number of premises related budgets, making appropriate changes to planned work/developments in the light of ongoing expenditure to stay within budget. • To agree with the Headteacher/designated person and thereafter implement a programme of ongoing maintenance and improvement/new work, identify the most appropriate resources, e.g. Premises Officer/external contractors to achieve timescales, best value for the school and make best use of own and Premises Officers' skills. • Undertake/oversee risk assessments relating to the school buildings and the school grounds, to ensure that students, staff and other users have a healthy and safe workplace or facility to use. • To develop and oversee effective security systems and procedures throughout the building and premises (including security checks when the school is closed) liaising |
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	<p>as necessary with Emergency Services and outside firms to maximise the security of the premises and its contents and to reduce likelihood of fire and opportunities for vandalism.</p> <ul style="list-style-type: none"> ● To monitor the standard of work, attendance and conduct of staff supervised, identify training and development needs and ways of meeting these, ensure any concerns are dealt with appropriately and effectively, involving the Headteacher or designated person where necessary, to encourage work of a high quality and to enable problems to be identified and resolved quickly. ● To ensure the continuous improvement in the quality of standards of service, the cleanliness of the site and maintenance of buildings.
2.	<p><u>Administration</u></p> <ul style="list-style-type: none"> ● Order materials and equipment required for use by the Premises/ Cleaners team, in line with school ordering procedures. Monitor spending against appropriate budgets, drawing attention to the Headteacher or designated person to potential overspends. ● To develop and maintain appropriate administrative records systems for the Premises function to assist the Headteacher, SLT and the Local Governing Body. ● Complete appropriate records, e.g. heading/safety checks, order forms. ● Contribute to the review of school policies and procedures related to the Premises function as a member of the School Health and Safety Committee and by working with senior colleagues. ● Deal with day to day work related issues, relating to premises and cleaning staff, e.g. absence cover, quality/quantity of work, working methods/use of new equipment/materials, liaising with the Headteacher or designated person, as necessary. ● To monitor stock levels of cleaning and other materials, order as necessary and store appropriately to ensure that cleaning and other work can be carried out in accordance with laid down schedules and safety instructions.
3.	<p><u>Security of Premises and Contents</u></p> <ul style="list-style-type: none"> ● To be responsible for securing of premises by setting/unsetting of security alarms at the agreed time of day, locking/unlocking different areas of buildings and to check windows are closed. ● Carry out emergency security repairs where possible or contact the appropriate contractor. ● To ensure that fire alarms are checked in accordance with agreed schedules to ensure that the systems work in the event of fire, thereby reducing the risk of injury to students, staff and other users. ● Maintain duplicate sets of keys for all rooms and equipment.
4.	<p><u>Buildings</u></p> <ul style="list-style-type: none"> ● Be responsible for the implementation of repairs, maintenance and cleaning programme agreed with the School Leadership. Deploy premises and cleaning staff appropriately and/or liaise with contractors regarding work requirements. Ensure that work carried out by staff and contractors is completed to specified high standards, meets deadlines and complies with safe working practices. ● Oversee and undertake part of the daily cleaning of the school ensuring that the work is completed to a high standard and complies with safe working practice. Liaise with contractors as necessary. ● Deal with and participate in ad hoc requirements for repairs and maintenance work throughout the school. Deploy Contractors as appropriate.
5.	<p><u>Grounds Care</u></p> <ul style="list-style-type: none"> ● Ensure grounds care work undertaken by contractors etc. is completed to a specified standard and that safe working practices are adhered to. Liaise with contractors as necessary.

	<ul style="list-style-type: none"> • Ensure grounds are kept in a clean and tidy condition. • Overseeing and undertaking if necessary, clearing of paths, drains, gullies and car park. • Oversee litter picking to ensure grounds are kept in a tidy condition.
6.	<p><u>Swimming Pool (if required)</u></p> <ul style="list-style-type: none"> • To undertake and/or oversee all prescribed checks of the swimming pool and to use and ensure the safe storage of chemicals in accordance with laid down instructions. • To clean and tidy the changing rooms and plant / storage room, to ensure that the area is safe for users.
7.	<p><u>Electrical Installations</u></p> <ul style="list-style-type: none"> • Replace bulbs/shades where accessible. Replace tube, starter, shade (not sealed units), where practicable. • Replace, re-fuse or fit plugs (after training). • Inspect electrical fittings and arrange for Contractor to deal with any defects.
8.	<p><u>Heating Systems</u></p> <ul style="list-style-type: none"> • To operate the heating and hot water plant. • Ensure that recommended temperatures are maintained. • To oversee energy conservation measures and to recommend strategies for improving performance to secure value for money. • Carry out routine maintenance procedures for heating boilers, water pumps, and sump pumps. • Ensure that proper safety precautions are observed in the boiler house. • To know the location of main stop cocks and valves, and mains electricity breakers. • To maintain adequate fuel levels and take delivery of fuel (if required).
9.	<p><u>Emergencies</u></p> <ul style="list-style-type: none"> • Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaise with contractors as necessary. • Liaise as necessary with Emergency Services including calling in Emergency Services as required.
10.	<p><u>General</u></p> <ul style="list-style-type: none"> • To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests. • Receive and transport to main store or deliver throughout the building ALL normal educational deliveries. • Deal with accident spillages. • Undertake any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with recognised Trade Unions.
11.	<p><u>Training</u></p> <ul style="list-style-type: none"> • In consultation with the Headteacher or designated person, identify and undertake appropriate training and development. • Identify and, if appropriate, provide training required by cleaners.
12.	<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • Contribute to the development of Health & Safety Policy in the school through membership of the school's Health & Safety Committee to ensure that the school complies with Health & Safety legislation (including COSHH) and associated Codes of Practice and acknowledged good practice. • Ensure that the school's Health & Safety policy is complied with in as far as it relates to Premises Management and Premises/Contractors' staff, to ensure their safety and that of students, staff and other school users.

- To carry out duties placed on employees by Health & Safety legislation.
- To ensure that mechanical aid, steps and other care-taking equipment are in a safe condition.
- Report to Headteacher or designated person any unsafe furniture or structural defect, or any teaching apparatus where noticed to be defective.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- The postholder may be asked to undertake any other reasonable duties as may be required from time to time by the Headteacher or other designated person.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Inspiring Primaries Academy Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

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	Essential	Desirable	How assessed
<p><u>Qualifications</u> Good communication skills, written and verbal.</p> <p>NVQ level 2 or equivalent in numeracy and literacy.</p>	<p>✓</p> <p>✓</p>		Doc/Int
<p><u>Experience</u> Craft skills, e.g. plumber, electrician and decorating or previous experience in a caretaking role including repairs and maintenance.</p> <p>Working within a school setting.</p> <p>Liaising with external contractors including negotiating prices for small jobs.</p>	<p>✓</p> <p>✓</p> <p>✓</p>		
<p><u>Knowledge</u> Ability to alert senior staff to unsafe practices.</p> <p>Understanding of the context in which the schools are working.</p> <p>An ability to undertake risk assessments in relation to premises function.</p> <p>Knowledge of Health & Safety issues relevant to the post including legislation and COSHH.</p> <p>An understanding of Health & Safety and security issues.</p> <p>Knowledge of good security practices.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

Ability to understand and apply school policies related to the post including those that relate to pupil contact.	✓		
<u>Skills and Competencies</u>			
Good communication and interpersonal skills.	✓		
Ability to relate well to staff, governors and pupils and to be assertive when necessary.		✓	
Ability to work unsupervised and be able to work as a member of a team.	✓		
Ability to negotiate desired outcomes, e.g. prices, deadlines.		✓	
Ability to maintain accurate records.			
Ability to lead, manage and motivate staff.		✓	
Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.	✓		
Ability to use range of tools/cleaning equipment relevant to post.	✓		
Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc used in design classrooms.	✓		
Self motivated.	✓		
Ability to work with minimum supervision.	✓		
Willingness to undertake personal development and training.	✓		
Ability to work as part of a team.	✓		
IT knowledge of MS Word		✓	
<u>Other Requirements</u>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

Key:

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Dc = Documentary Evidence (E.g., Certificates)

Date Prepared/Revised: