

JOB DESCRIPTION

Designation: Premises Officer **Reports to:** Headteacher & Executive Business Director

Location: Fairlawn & Haseltine Schools Federation **Grade:** Scale 6

Main Purpose of the Job

To ensure the general upkeep of the school premises and to provide a safe, secure, clean and warm environment for all site users and visitors. Line manager is the Executive Business Director.

Accountability

The post-holder is accountable to the Headteacher & Executive Business Director

Responsibilities

1. Opening and locking of gates, doors and windows as appropriate at the beginning and end of each day. The premises officer is the first point of contact and key holder for out of hours emergencies and is responsible for the safety and security of the school premises. Take reasonable steps to minimise loss or damage to property and staff, patrolling the site when necessary.
2. Open building each morning and oversee the cleaning of all areas of the school.
3. Be available for 12 occasions each year to close the school after an evening event e.g. Open Evenings, School Performances, parents meetings.
4. Ensure that intruders are dealt with adequately in accordance with the school's practice and where necessary inform the Police (subject to guidelines on health and safety requirements). Report all burglaries to the Headteacher, Executive Business Director and other appropriate authorities.
5. Ensure gates and entrances/exits are kept clear and deal with dangerously parked cars both on site and immediately outside the school gates e.g. zig zag yellow lines
6. Take responsibility as required by the Headteacher for the routine maintenance and upkeep of the premises, including fixtures, fitting and furniture. This will include carrying out minor repairs and reporting defects and hazards and if possible mend on a daily basis minor repairs referred by school staff.
7. Record and maintain the schools' asset register.
8. Take responsibility as required by the Headteacher for the verification of amounts including gas and electric meter readings (where appropriate).
9. Provide first point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free.

10. Deal with faults and defects including checking and replacing fuses as necessary up to 30 amp as well as checking and replacing lamps, tubes etc in light fittings
11. Check tanks regularly and daily inspection of boiler dials. Check functioning of heating and hot water systems in order that the required temperatures are maintained and an adequate supply of hot water is available to maximise fuel efficiency.
12. Read all meters on a monthly basis, keep records and pass information onto Executive Business Director.
13. Check that the intruder and fire alarm systems are operating properly ensure regular maintenance and records are kept accurately.
14. Clear ice and snow putting down salt to give access and make the site as safe as possible.
15. Clean the school playground and site. This will include sweeping, clearing litter, emptying waste bins and debris including green areas.
16. Ensure grounds are maintained including small areas of grass to be cut, and any protruding low level bushes are cut back and if necessary, organise the cutting back of trees by authorised contractor. Oversee the ground maintenance contractors.
17. Monitor plumbing and drainage unblocking drains, sinks, gutters, where able.
18. Make minor repairs to fencing, sheds, gates, benches
19. In negotiation with Headteacher undertake minor decorating repairs.
20. Maintain a safe and healthy environment, referring all hazards, including pests and vermin, to the Executive Business Director. Engage in preventative maintenance to eliminate potential hazards.
21. Monitor and protect against legionella including organising the annual tank chlorination and water testing and keeping all relevant certificates, carrying out weekly temperature tests and keeping a log of all relevant information
22. Monitor asbestos following plans of location. Take action if necessary.
23. Keeping of Hazardous Waste Log, i.e. fluorescent tubes, old fridges, computer equipment etc. and arranging collection of same by approved contractors
24. Writing of all premises risk assessments including the ongoing updating of all assessed risks
25. Organise and manage all the annual checks and keep all records, certificated and weekly test logs up to date. Report to Estate Management at their annual visit.
26. Gas safety checks, boiler servicing, fire fighting appliances, fire alarm testing, intruder alarm testing, PE equipment servicing, PAT testing, fixed electrical

testing, COSHH sheets, electrical works certificates, clinical waste contract, feminine hygiene bins, pest control, emergency lighting and shade sail.

27. Clean toilets at regular intervals during the school day.
28. Clean up bodily fluids and check the soiling of the toilet areas whilst on duty, subject to Health and Safety guidelines. Replenish hand towels, toilet rolls etc when appropriate.
29. Take responsibility for dustbin management and the removal of waste
30. Move furniture and equipment around the school as requested, or move to storage areas, including dining tables and chairs where necessary (within capabilities)
31. Be responsible for banking money and taking large items to the Post Office as directed by the office staff.
32. Contact and arrange for contractors to quote for specific tasks as required by the Executive Business Director or Headteacher. Complete Purchase Orders, once works have been agreed by the Executive Business Director or Headteacher, following the schools' financial code of practice.
33. Oversee and act as point of contact for contractors working on site, including gardeners, cleaners and building repair works
34. Order 'consumable' stock e.g. toilet rolls and bin bags. Check and verify invoices relating to premises, passing them on to the Executive Business Director for authorisation and payment.
35. Support the Executive Business Director and Headteacher with the identification and prioritising of key building work for each financial year.
36. At the request of the Executive Business Director or Headteacher, attend Governors meeting to report on building and site matters.
37. Ensure that the ethos of the school is maintained in all relationships between staff, pupils, parents, and visitors.
38. Undertake any other duties as directed by the Executive Business Director and Headteacher in keeping with the grade and nature of the post.

Internal Contacts

Liaise with the Headteacher, Executive Business Director, staff and pupils, school governors and Lewisham Children and Young People Directorate on caretaking matters.

External Contacts

Liaise with parents/guardians, contractors, neighbours and local community groups, local trades people as required on behalf of the Headteacher

Equal Opportunities

Carry out the duties of the post with due regard to the Council's Equal Opportunities policy and the ethos of the school.

PERSON SPECIFICATION

Job Title: Premises Officer **Grade: Scale 6**

School: Fairlawn & Haseltine Schools Federation

The person specification is a picture of the skills; knowledge and experience needed to carry out the post of Premises Officer

Knowledge

Locking/unlocking procedures, including the setting of alarms

Health and safety issues.

Aptitude

Able to work on own initiative

Able to work flexibly and respond to emergencies

Organised approach to prioritise work and successfully manage time

Skills

Basic literacy and numeracy skills

Routine maintenance skills (ie. changing fuses, bulbs, hand towels)

Ability to deal professionally and politely with staff, pupils, parents, external organisations and visitors

Hazard identification

Experience

Of cleaning – both external and internal

Working unsupervised

Routine site maintenance and upkeep

Personal qualities

Ability to react calmly under pressure

Ability to relate to and communicate with a range of people in the school and wider community

Reliability and conscientiousness

Willing to support the ethos of the school

Circumstances

This post is exempt from the Rehabilitation of the Offenders Act. Any criminal convictions will need to be declared if you are appointed.

The postholder will need to be physically fit enough to undertake the duties of the post. This will be determined by Lewisham's Occupational Health service and may include the use of adaptations or the provision of equipment.

Equal Opportunities

A commitment to implement the school's equal opportunities policy

Awareness of equal opportunities issues