



## **Job Description Premises Officer**

**Reports to:** School Business Manager  
**Grade:** 7  
**Salary:** 26¼ = £19,392 up to 37hrs = £27,334 (pay award pending)  
**Hours:** 26 ¼ hours up to 37 hours / all year  
**Holiday:** 23 days p.a. (April – March)

### **Main tasks/duties/responsibilities**

- Ensure that the whole school environment and support services are maintained to a good standard.
- Oversee and monitor all maintenance work carried out in the school and to liaise with contractors as necessary.
- Ensure that there is adequate and effective security of the school and its property.
- Collaborate with the School Business Manager on projects to enhance the learning environment.
- Maintain and manage the school's outdoor swimming facility.
- Maintain and report accurate records of maintenance and statutory checks as required

### **Building Maintenance and Management**

1. To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is good. This includes duties set out below.
  - Replace and/or repair window and door furniture and fittings
  - Adjust, repair, replace and maintain all door closures and hinges – but not rehanging doors
  - Repair furniture, fixtures and fittings as required
  - Repair or replace locks as necessary
  - Re-plaster patches of damaged walls
  - Touch up and make good paintwork as required
  - Minor plumbing maintenance and repair work
2. To ensure that maintenance and servicing programmes are conducted on all mechanical plant, electrical circuits and equipment adhering to statutory and WSCC guidelines.
3. To organise and carry out to ensure decoration programmes as agreed with the School Business Manager.
4. To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc as agreed with the Headteacher and / or School Business Manager.
5. To ensure that either directly or by negotiation with contractors, urgent minor repairs to the school's buildings are undertaken.
6. To be responsible for making appropriate arrangements for dealing with emergencies which occur outside contracted hours.
7. To assist the School Business Manager with the preparation of specifications for projects.
8. To liaise with and be responsible for (during contracted hours) contractors working on site.

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9. To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and good conditions.
10. To work with the School Business Manager on matters relating to energy control and conservation.
11. To maintain monthly records of services consumption, e.g. water, electricity and gas and report to the School Business Manager.
12. To arrange the organisation and monitoring of various related contracts, including cleaning windows.
13. To be responsible for systems of directions and signs throughout the premises.
14. To carry out weekly fire alarm tests and to maintain the appropriate records. To oversee half yearly fire alarm testing by contractor.
15. To ensure fire drills are conducted as instructed by the Headteacher and appropriate records maintained.
16. To be pro-active in identifying and recommending programmes of site and/or buildings improvements to the School Business Manager.
17. To contribute to the preparation of the Premises Development Plan.

**Security:**

18. To ensure adequate security of buildings and premises at all times and to comply with any special security requirements as laid down from time to time by the Headteacher. NB When other staff have access to the premises the Headteacher shall lay down reasonable rules for observance by such persons for the security of the premises (see Lone Working and Security policies).
19. To maintain securely a full set of school keys.
20. To recommend to the Headteacher any suitable and appropriate improvements to the security of the building and to report any breaches of security.
21. To security mark, as required by the Headteacher, all items and equipment belonging to the school.





### Health & Safety:

22. To advise the School Business Manager 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 and alarm systems.
23. To ensure that all relevant Health and Safety rules and regulations (including the WSCC Code of Safe Working Practice for Caretaking, Premises and Cleaning Staff) are complied with by all staff.
24. To report to the Headteacher and School Business Manager the contravention of Health and Safety Regulations by contractors working on site that could be detrimental to the health, safety and well-being of pupils, staff and visitors.
25. To undertake termly Health and Safety audits of the premises in conjunction with the Health and Safety Governor and School Business Manager producing a report of findings for review by the Finance & Premises Governing Body Committee.
26. To undertake safety audits of the premises including water testing and risk assessments (eg playground when icy) as required by the School Business Manager.
27. To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.

### Swimming Facility

28. To complete the Swimming Pool Controller course.
29. To be responsible with advice from Local Authority Caretaking and Premises Support Services for the maintenance of the school swimming pool and for the maintenance of accurate records.
30. To maintain and update all paperwork, as set down by WSCC, in relation to the swimming pool including annual risk assessment review.
31. To arrange with contractors for the swimming pool to be "summarised" in good time for the start of the swimming season.
32. To liaise with the School Business Manager and teachers regarding the start of the swimming season.
33. To clean, maintain chemical balance (within WSCC guidelines), and maintain the swimming pool on a daily basis throughout the swimming season.
34. To complete the Swimming Pool Controller course.
35. To be responsible with advice from Local Authority Caretaking and Premises Support Services for the maintenance of the school swimming pool and for the maintenance of accurate records.
36. To maintain and update all paperwork, as set down by WSCC, in relation to the swimming pool including annual risk assessment review.





37. To arrange with contractors for the swimming pool to be “summarised” in good time for the start of the swimming season and “winterised” at the end of the season.

### **Caretaking and Cleaning**

38. To be the main liaison with the cleaning company on-site supervisor, highlighting any issues or changes to requirements.
39. To ensure that the good 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 Section IV Hours of Duty).
40. To ensure that the pathways and other external surface areas are kept free of litter and weeds etc, and that they are gritted or salted when required during wintry conditions.
41. To ensure the maintenance of a satisfactory caretaking service at all times especially when the school is in use.
42. To participate in the organisation and movement of furniture and equipment within the Premises.
43. To assist in ensuring the distribution of goods.
44. To supervise orders for caretaking and cleaning supplies, plant spares and to ensure maintenance of suitable records relating to these items.
45. To ensure the maintenance of adequate stocks of caretaking and cleaning materials.
46. To ensure the 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.
47. To ensure , in liaison with the Headteacher and School Business Manager, that all staff are instructed in Health & Safety at Work matters including COSHH Regulations.

### **School Activity Programmes**

48. In conjunction with the School Business Manager as appropriate, to manage, administer and operate the lettings system.
49. To assist the School Business Manager in conjunction with other staff and extended schools provider in the co-ordination of all uses of the school site.
50. To assist in the preparation of the premises for school events, reception of visitors, car-parking etc.





Headteacher: Mrs V Smith

### **Gardens and Grounds Maintenance**

51. To liaise with grounds maintenance contractors to ensure the premises are maintained to a good standard.
40. To organise and participate in the maintenance of the school gardens / flower beds not covered by the grounds maintenance contract.

### **General**

- 41 To maintain all relevant logs, records and information as required by the Headteacher, School Business Manager, Local Authority and Governing Body.
42. To be responsible in conjunction with the School Business Manager for the administration and control of the building maintenance, health & safety and cleaning budgets. To assist in the achieving of appropriate financial targets and to warn of any situations that may have a significant effect on the budget. (The Headteacher will determine the spending limit authorisation of the Premises Officer and the procedure to be followed)
- 43 To attend the meetings, training courses, and fire lectures as directed by the Headteacher and / or School Business Manager.
44. To liaise with the School Business Manager and instigate new systems and methods of working when required.
45. To adhere to all school and West Sussex County Council policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to the appropriate person.
46. To respect the confidentiality at all times of all matters relating to the school, pupils and staff.
47. Contribute to the overall ethos / work / aims of the school.
48. To conduct oneself in a professional manner when dealing with staff, pupils, WSCC and other agencies and professionals.
49. To undertake such other duties appropriate to the post, as may from time to time be required to ensure the smooth and efficient running of the school.

Job holder: ..... Date: .....

School Business Manager: ..... Date: .....

Headteacher: ..... Date: .....

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### **Person Specification**

<b>Qualifications and experience</b>	<b>Essential / Desirable</b>
Good standard of education – GCSE or equivalent English and Maths Grade C or above	E
Excellent literacy skills, i.e. grammar, punctuation, spelling	E
Experience of working in a school environment	D
Completed 3 day First Aid at work qualification	D
Full and current driving licence	E
Health & Safety training	D/E
Training in COSHH & RIDDOR	D/E
Swimming Pool Water Treatment training	D
<b>Skills and abilities</b>	
Able to work independently and from own initiative	E
Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents	E
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	E
Understanding of and ability to maintain confidentiality	E
<b>Personal Qualities</b>	
Good people skills, demonstrating sensitivity and tact	E
Friendly, open and positive disposition	E
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	E
Works well in a team, flexible and co-operative	E
Hard-working and conscientious	E
Able to demonstrate a commitment to equal opportunities	D
<b>Safeguarding</b>	
In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> <li>○ Motivation to work with children and young people</li> <li>○ Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	E

