

**School/College:** Greenfield Primary School

**Job Title:** Premises Officer

**Grade:** 7

**Post Number:**

**Responsible To:** Head teacher / Site Manager

**Responsible For:** Cleaning staff

**Key Relationships/  
Liaison with:** SLT, Greenfield Primary School

- Job Purpose:**
1. **To be responsible at the direction of the Head teacher 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.**
  2. **To undertake responsibility for the supervision of the site and the maintenance and security of the buildings.**
  3. **To undertake responsibility for premises site duties as above, at linked school Thistly Meadow Primary, as required by the Head teacher.**

**MAIN DUTIES AND RESPONSIBILITIES:**

1.
  - a) 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.
  - b) To undertake the supervision of cleaners.
  - c) To agree with the Head teacher and thereafter implement a programme of ongoing maintenance and improvement/new work, identify the most appropriate resources, e.g. Premises Officer or external contractors to achieve timescales, best value for the school and make best use of own and Premises Officers' skills.
  - d) Undertake 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.

- e) To develop and oversee effective security systems and procedures throughout the building and premises (including security checks when the school is closed) liaising as necessary with Property Services, Keyholding agents and the Emergency Services to maintain the maximum level of security of the premises and its contents and to reduce likelihood of fire and opportunities for vandalism.
- f) To monitor the standard of work, attendance and conduct of staff supervised ensure any concerns are dealt with appropriately and effectively, involving the Head teacher or Business Manager where necessary, to encourage work of a high quality and to enable problems to be identified and resolved quickly.
- g) To ensure the site is safe, clean and available for agreed Lettings and liaise with those organisations/community groups as required.
- h) To ensure the continuous improvement in the quality of standards of service, the cleanliness of the site and maintenance of buildings.

## 2. **Administration**

- a) Source supplies and contract quotes in line with best value policy for the school.
- b) 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 Business Manager to potential overspends.
- c) To develop and maintain appropriate administrative and records systems for the Premises function to assist the Head teacher, Business Manager and the Governing Body.
- d) Complete appropriate records, e.g. Health and Safety checks, order forms.
- e) Contribute to the review of school policies and procedures related to the Premises function as a member of the Building Committee and by working with senior colleagues.
- f) Deal with day to day work related issues, relating to quality/quantity of work, working methods/use of new equipment/materials, liaising with the Head teacher as necessary.
- g) 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. **Security of Premises and Contents**

- a) 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.
- b) Carry out emergency security repairs where possible or contact the appropriate contractor.
- c) 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.
- d) Maintain duplicate sets of keys for all rooms and equipment.

## 4. **Buildings**

- a) Support with the implementation of repairs, maintenance and cleaning programme agreed with the Head teacher in accordance with the

School Development Plan. Liaise with contractors regarding work requirement. Ensure that work carried out by contractors is completed to specified high standards, meets deadlines and complies with safe working practices.

- b) 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.
- c) Deal with and participate in ad hoc requirements for repairs and maintenance work throughout the school. Deploy contractors as appropriate.

5. **Grounds Care**

- a) 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.
- b) Ensure grounds are kept in a clean and tidy condition.
- c) Overseeing and undertaking if necessary, clearing of paths, drains, gullies and car park.
- d) Oversee litter picking to ensure grounds are kept in a tidy condition.

7. **Electrical Installations**

- a) Replace bulbs/shades where accessible. Replace tube, starter, shade (not sealed units), where practicable.
- b) Replace, re-fuse or fit plugs (after training).
- c) Inspect electrical fittings and arrange for contractor to deal with any defects.

8. **Heating Systems**

- a) To operate the heating and hot water plant.
- b) Ensure that recommended temperatures are maintained.
- c) To oversee energy conservation measures and to recommend strategies for improving performance to secure value for money.
- d) Carry out routine maintenance procedures for heating boilers, water pumps, and sump pumps. Ensure that proper safety precautions are observed in the boiler house.
- e) To know the location of main stop cocks and valves, and mains electricity breakers.

9 **General**

- a) To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests.
- b) Receive and transport to main store or deliver throughout the building all deliveries.
- c) Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaise with contractors and Emergency services Deal with accident spillages.
- d) 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.

10 **Training**

- a) In consultation with the Headteacher or designated person, identify and undertake appropriate training and development.
- b) Identify and, if appropriate, provide training required by cleaners.
- c) Deliver fire training to new staff and volunteers within 5 days of their start date.

11 **Health and Safety**

- a) Contribute to the development of Health & Safety Policy in the school through membership of the school's Buildings Committee to ensure that the school complies with Health & Safety legislation (including COSHH) and associated Codes of Practice and acknowledged good practice.
- b) Ensure that the school's Health & Safety policy is complied with in as far as it relates to Premises Management and Contractors' staff, to ensure their safety and that of students, staff and other school users.
- c) To carry out duties placed on employees by Health & Safety legislation.
- d) To ensure that mechanical aid, steps and other care-taking equipment are in a safe condition.
- e) Report to Head teacher or designated person any unsafe furniture or structural defect, or any teaching apparatus where noticed to be defective.

**SPECIAL FACTORS:**

*(Please delete/add where appropriate)*

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) 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.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post 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 themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council 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 Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

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

|   | Essential | Desirable | How assessed |
|---|-----------|-----------|--------------|
| Knowledge of good security practices.   | ✓         |           | App/Int      |
| Ability to understand and apply school policies related to the post including those that relate to pupil contact.                     | ✓         |           | App/Int      |
| Basic knowledge of Microsoft office and email   | ✓         |           | App/Int      |
| <b><u>Skills/Attributes</u></b>   |           |           |              |
| Good communication and interpersonal skills.  | ✓         |           | App/Int      |
| Ability to relate well to staff, governors and pupils and to be assertive when necessary.   | ✓         |           | App/Int      |
| Ability to work unsupervised and be able to work as a member of a team.   | ✓         |           | App/Int      |
| Ability to negotiate desired outcomes, e.g. prices, deadlines.  |           | ✓         | App/Int      |
| Ability to maintain accurate records.   | ✓         |           | App/Int      |
| Ability to lead, manage and motivate staff.   | ✓         |           | App/Int      |
| Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.                                 | ✓         |           | App/Int      |
| Ability to use range of tools/cleaning equipment relevant to post.  | ✓         |           | App/Int      |
| Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc used in design classrooms. | ✓         |           | App/Int      |
| Self motivated.   | ✓         |           | App/Int      |
| Ability to work with minimum supervision.   | ✓         |           | App/Int      |
| Willingness to undertake personal development and training.   | ✓         |           | App/Int      |
| Ability to work as part of a team.  | ✓         |           | App/Int      |

|  | <b>Essential</b> | <b>Desirable</b> | <b>How assessed</b> |
|--|------------------|------------------|---------------------|
| Flexible – prepared to work some hours outside normal working hours.   | ✓                |                  | App/Int             |
| <b><u>General Circumstances</u></b>  |                  |                  |                     |
| Attendance - evidence of regular attendance at work  | ✓                |                  | App/Ref/<br>Med     |
| An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations                                   | ✓                |                  | App/Int             |
| <b><u>Factors not already covered</u></b>  |                  |                  |                     |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995. | ✓                |                  | Med                 |

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

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