



Individual Value; Valuing Individuals

Job Description – Premises Officer

Responsible to: Headteacher

Job Purpose: Contribute to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds, which ensures that pupils have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities.

Specific Duties:

- To open the grounds and school buildings and 'unset' alarms in accordance with laid down schedules and 'one off' bookings (lettings), to ensure that lessons and other activities are able to take place at the specified times.
- Lock school doors and gates and setting alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.
- To attend the premises when alarm is triggered, out of hours and liaise with Police as necessary and ensure the premises are secure.
- To undertake a programme of general maintenance, work as directed and related to personal skills (eg plumbing, electrical) ensuring that the school is maintained in a state of good repair on a cost effective basis.
- To undertake minor repairs and maintenance on an 'as and when necessary basis' eg changing plugs, replacing light bulbs, repairing door handles, to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption.
- To undertake daily cleaning of the internal and external areas of the premises.
- To undertake deep cleaning during school closures (eg floor polishing, cleaning walls, toilets, windows, classrooms) ensuring that the school is clean, safe, healthy and comfortable for students, staff and other users to use
- To undertake routine cleaning as a result of spillage's and other accidents to ensure that the school is a clean, safe, healthy and comfortable place for students, staff and other users to work in/use.
- To monitor the work of the cleaning staff to ensure the work undertaken by them meets the standards in the contract specification to ensure that the school gets value for money, that the school is a clean, safe, healthy and comfortable place for students, staff and other users to use.

- To undertake a long term programme of general maintenance, work as agreed with the Headteacher to ensure that the school is maintained in a state of good repair on a cost effective basis in accordance with the School Development Plan.
- Following consultation with the Headteacher, arrange for repairs and maintenance work to be undertaken by external firms and contractors, securing the best prices and timescales available to ensure minimum disruption to lessons and activities and best value for the school.
- To comply with Health and Safety legislation, School Policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the Head Teacher, to enable the school and school grounds to be safe and healthy places for students, staff and other uses to use.
- To undertake core compliance checks in line with Health and Safety (eg. Daily checks of perimeter, playground, weekly checks of fire alarm etc),
- To undertake checks of the boilers in accordance with laid down schedules and to take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible, to enable lessons and activities to take place without disruption.
- 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
- To undertake 'litter picking' and other tasks associated with maintaining the grounds in a clean and tidy state for students, staff and other users.
- To assist with the distribution of deliveries of orders, to ensure that supplies and equipment required by students and teachers and other staff are available when needed.
- To 'lay out' the hall and other rooms as requested to ensure that lessons and activities can take place without disruption or delay.
- To undertake the electrical testing of electrical appliances throughout the school in accordance with recommended procedures to ensure all equipment is safe.
- To move furniture and other items of equipment around the school as requested to enable lessons and other activities to take place without disruption or delay.
- To monitor stock levels of materials, order as necessary and store appropriately to ensure that work can be carried out in accordance with laid down schedules and safety instructions.
- To carry out letting duties as required, following agreed procedures to ensure that lettings can take place without disruption, delay or cancellation.

Knowledge and Skills:

- An ability to undertake a range of general maintenance tasks and cleaning duties and relevant skills
- A knowledge of ordering procedures
- The ability to undertake relevant training.
- Literate and numerate
- Understanding of Health and Safety issues which would lead to a requirement to have a knowledge of relevant legislation.
- Well motivated, able to work effectively as a member of a team and to work with minimum supervision
- An understanding of Equal Opportunities issues affecting students, staff and other College users and, particular, staff supervised
- An understanding of the Health and Safety legislation (eg COSHH, Risk Assessments), School policy and associated good working practices as they relate to (1) the use of the School and its grounds and (2) staff supervised or monitored, ie contractors and cleaning staff
- An understanding of legislative and other issues relating to 'contracting-out' work

Asfordby Hill Primary School are committed to safeguarding and promoting the welfare of children and we expect our staff to share this commitment. Applicants will be required to undertake pre-employment checks, such as an Enhanced Disclosure and Barring Service (DBS) Check. We will also do online searches for all shortlisted candidates. References will be contacted prior to interview if the application is shortlisted. Applicants who will be undertaking early and/or later years childcare (or the management of such childcare) will be required to complete a declaration that neither they, nor anyone who lives in the same household, is a disqualified person under the Childcare (Disqualification) Regulations 2009