



Job Title: Assistant Premises Officer

Grade: 6

Responsible To: Head Teacher/Business Manager

Responsible For: *Post is supervised*

**Key Relationships/
Liaison with:** Site Manager

Job Purpose:

- a) To undertake responsibility for the supervision of the site and the maintenance and security of the buildings.
- b) Contribute to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds which ensures that students have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities.

Assistant Premises Officer – Grade 6

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

To work under the direction of a Site Manager and

- On occasions, under the direction of a senior member of staff, be requested to cover for a Premises Officer in his/her absence.
- 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 set 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 undertake routine cleaning which is not undertaken by cleaning contractors or is required as a result of spillages and other accidents, to ensure that the school is clean, safe, healthy and comfortable place for pupils/students, staff and other users to work in or use.

- To ensure that cleaning work undertaken by contract cleaners meets the standards in the contract specification, to ensure that the school gets value for money.
- 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 the cleaning during school closures (eg floor polishing, cleaning walls) ensuring that the school is clean, safe, healthy and comfortable for students, staff and other users to use.
- To comply with Health & 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 appropriate person, to enable the school and school grounds to be safe and healthy places for students, staff and other users to use.
- 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 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 and to avoid cancellations.
- 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 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.

KNOWLEDGE AND SKILLS

General knowledge of building cleaning and maintenance procedures and relevant skills.

The ability to undertake relevant training.

Literate and numerate.

Understanding of Health & Safety issues which would lead to a requirement to have knowledge of relevant legislation.



Job Title: Premises Officer Assistant

Grade: 6

	Essential	Desirable	How assessed
<u>Qualifications</u>			
Good level of literacy and numeracy.	✓		App/Doc
NVQ level 2 or equivalent in numeracy and literacy.		✓	App/Doc
<u>Experience</u>			
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/Doc /Ref
Liaising with external contractors including negotiating prices for small jobs.		✓	App/Ref
<u>Knowledge</u>			
Ability to alert senior staff to unsafe practices.	✓		Ref
Understanding of the context in which the schools are working.		✓	App/Ref /Int
An ability to undertake risk assessments in relation to premises function.		✓	App/Ref /Int
Knowledge of Health & Safety issues relevant to the post including legislation and COSHH.		✓	App/Int

PERSON SPECIFICATION

	Essential	Desirable	How assessed
An understanding of Health & Safety and security issues.	✓		App/Int
A knowledge of good security practices.		✓	Int
Ability to understand and apply school policies related to the post including those that relate to pupil contact.	✓		Ref/Int
<u>Skills/Attributes</u>			
Good communication and interpersonal skills.	✓		Int
Ability to relate well to staff, governors and pupils and to be assertive when necessary.		✓	Int
Ability to maintain accurate records.	✓		Ref/Int
Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.	✓		Ref/Int
Ability to negotiate desired outcomes (e.g. prices, deadlines).		✓	Int
Ability to use range of tools/cleaning equipment relevant to post.		✓	Ref/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.	✓		Int
Ability to work with minimum supervision.	✓		App/Ref Int
Willingness to undertake personal development and training.	✓		Int
Ability to work as part of a team.	✓		Ref/Int
Flexible – prepared to work some hours outside normal working hours.	✓		Int

	Essential	Desirable	How assessed
<u>General Circumstances</u>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ 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
<u>Factors not already covered</u>			
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)