



## PREMISES OFFICER

### JOB DESCRIPTION

#### Purpose of the Post

The overall purpose of this role is to support the management and development of the school site, the facilities and premises, in conjunction with the management of the school and the Trust. This will include managing school premises issues as they arise, maintaining or developing a premises and maintenance plan, and addressing all aspects of asset management to ensure that the premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum.

The post holder will be required to be an experienced and knowledgeable practitioner with significant practical skills. The role is both operational as well as managerial, therefore you will be required to have a 'hands on' approach and lead by example, as you will spend a significant proportion of your time involved in practical site activities.

#### Core Responsibilities

##### Management

1. Monitor the condition of site buildings and grounds to ensure that appropriate standards are achieved.
2. Ensure effective risk management, for example, in health and safety, and in the management of any third-party service contracts.
3. Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
4. To ensure that the school is secure, well maintained, adequately heated and that the environment is safe for users.
5. Ensure the effective and efficient implementation of the school's policies and the achievement of the school's objectives.
6. To contribute to co-operative working across services in accordance with the school and the Trust's ethos and values.
7. Ensure effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the Premises team.
8. To ensure effective and accessible communication with staff, service users, the general public and others as appropriate.

9. Manage and ensure that the school is legally compliant with regards to all functions related to the site and its facilities, such as electrical, gas, fire, security and its water system.

### **Strategic Maintenance**

10. Contribute to the strategic planning and development of the school site, in conjunction with the senior team, and be proactive in identifying the most appropriate and effective solution to developing the facility needs of the school.
11. Contribute to the management of all site-related projects: from initial concept, through design and specification, to implementation and hand-over to the school.
12. Manage the costs of site-based projects with the Headteacher/Trust to both budget and specification.

### **Planned Maintenance**

13. Ensure that the planned maintenance programme for the school is understood and any need to use third-party contractors is agreed. Monitor and develop the planned preventative maintenance and quality check the delivery of services by external contractors.
14. Agree the scope of the work with management and obtain quotes from third party contractors prior to instructing them to undertake the work to demonstrate that best value has been obtained. The number of quotes obtained will be in line with the school policy.
15. Maintain a file of all work undertaken by third party contractors to include:
  - Specification;
  - Quotes – both successful and unsuccessful;
  - Method statements and risk assessments forwarded by the contractor to cover the specified work (some of these may be generic);
  - Copies of the signing-in log and asbestos register review (where applicable);
  - Copies of all permits to work.
16. Ensure that all work is signed off on completion, identifying any areas of concern, and managing the contractor until the work is completed satisfactorily.
17. Ensure that arrangements are in place to ensure that there will be an appropriate and timely response to emergency callouts as necessary.
18. Ensure that all emergency repairs are alerted and completed.
19. Ensure that the school is properly prepared for use during inclement weather.

### **Health and Safety**

20. Maintain a register of Risk Assessments for operations undertaken by the premises team, and ensure that a rolling programme of auditing Risk Assessments is implemented to ensure that they are still relevant.
21. Ensure that all staff use equipment in a safe manner and are appropriately trained.
22. Ensure that a register of all hazardous chemicals in use on the site is developed and maintained, and ensure that all staff who use the chemicals are aware of how they should be safely used and stored.
23. Ensure that copies of the hazard data sheets are available in a central register and at the point of storage.
24. Ensure that any contractors visiting the site are shown a copy of the Asbestos Register (where applicable).
25. Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, of the fire evacuation procedure and park in a designated area.
26. Obtain risk assessments and method statements from third party contractors prior to them starting work on site.
27. Operate a permit to work scheme for all contractors and ensure that all contractors are in possession of a permit prior to starting work.
28. Continuously monitor compliance with health & safety regulations.
29. Ensure that the fire alarm and emergency lighting is checked weekly and a record of the test maintained.
30. Ensure that the fire-fighting equipment is checked weekly and any fire extinguishers that have been discharged are replaced immediately.
31. Ensure the site is checked weekly for any possible health and safety hazards.
32. During anticipated inclement weather ensure available to check and prepare site for safe entry and exit. This may involve flexibility around contracted working hours in conjunction with the headteacher.
33. Ensure that the water temperature checks are completed each week and records kept.

## **Security**

34. Ensure that the site is secure and that entrances and exits are monitored throughout the school day and out-of-hours.
35. Ensure that the locking systems of the buildings are not compromised, and that the alarm system is regularly serviced and maintained.
36. To be responsible for the lock up and opening of the premises.

37. Ensure security alarm systems are set.

### **Financial Management**

- 38. Advise the finance team, on the optimum, cost-effective, use of funds allocated for structural and non-structural maintenance.
- 39. Prepare monthly statements of expenditure for all premises budget headings, for discussion with management, if requested.
- 40. Obtain quotes for maintenance work in line with school policy.

### **Lettings**

- 41. Manage and monitor effectively the lettings of the site, including all rooms and external areas.
- 42. Ensure that any specific equipment is provided.
- 43. In conjunction with the senior team, analyse lettings data provided to ensure that the premises are utilised to ensure best advantage of the school both financially and in reputation.

### **Generic Responsibilities**

- 44. To ensure that any issues identified as falling under the remit of the role are satisfactorily resolved whether they are strictly a premises-related matter or not.
- 45. To keep abreast of developments in the Facilities Management field and identify possible areas where there is scope to improve systems and procedures.
- 46. To have a current clean driving licence and be prepared to train to drive the mini bus.
- 47. To undertake specific tasks as identified by senior management and/or the Headteacher as and when required.
- 48. To be aware of the school's duty of care in relation to staff, pupils and visitors and to comply with the health and safety policies at all times.
- 49. To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the school.
- 50. To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders.

51. To support and contribute to the school's commitment to Safeguarding, enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being. To contribute to whole school events as and when required.
52. To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the school.
53. The post holder is expected to adopt a 'hands on' approach and is expected to be involved in the practical aspects of the job (such as undertaking refurbishments, repairs, moving furniture, etc.), particularly in the event of staff absences.
54. To ensure the general upkeep of the school's facilities and premises.
55. Participate in and support the Performance Management Policy.
56. Support the school's health and safety and safeguarding policy and procedures.
57. Undertake such other duties as reasonably required by the Headteacher or senior team.
58. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
59. Take part in school events and extra-curricular activities.
60. To manage yourself and your professional relationships well.
61. To commit to your own continuing professional development.
62. Implement equal opportunities in all aspects of school life.
63. Implement all school policies and procedures.
64. Promote the welfare and safeguarding of all pupils.
65. A commitment to remain up-to-date and familiar with local and national developments, trends and statutory requirements in relation to all areas of the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is the expectation that the post holder carries out any other reasonable duties or requests of management, that are in keeping with this post or as may be determined from time to time.

It may be from time-to-time there is out of hours working required, these will be discussed and arranged with the senior team.

Employees will be expected to comply with any reasonable request from their manager or senior leadership team to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed where necessary and may be subject to amendment at any time after consultation with the post holder to reflect or anticipate changes in the job which are commensurate with the grade and job title. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must undergo an enhanced DBS check and checked against the DBS Barred List. Offer of employment is subject to the receipt of satisfactory references.

### PERSON SPECIFICATION

Qualifications and Experience	Essential	Desirable
1. Graduate Degree or equivalent		✓
2. Experience or qualifications relevant to the role	✓	
3. Relevant experience in the management of a similar setting		✓
4. Experience in a school with similar challenges		✓
Knowledge, skills and practice	Essential	Desirable
5. Skills and knowledge relevant to the role	✓	
6. Able to maintain appropriate records and manage information effectively so that the school is able to account for all aspects of performance to governors and others	✓	
7. Uncompromising commitment to high expectations of staff and pupils, driving excellence in the quality of service delivery	✓	
8. Systematic and rigorous evaluation in identifying strengths and weaknesses for improving standards	✓	
9. Good literacy and numeracy skills	✓	
10. Good understanding and commitment to high standards of safeguarding and health and safety	✓	
11. A thorough understanding of the role and an up-to-date knowledge of the relevant regulations	✓	

12. Able to multi-task and manage ongoing tasks effectively to ensure they are delivered on time and to a high standard	✓	
<b>Developing self and working with others</b>	Essential	Desirable
13. Committed to CPD for self and others	✓	
14. Uses feedback effectively	✓	
15. Able to relate well to staff and pupils of all backgrounds, and to foster an ethos of mutual respect	✓	
<b>Organisation</b>	Essential	Desirable
16. Highly organised, but flexible	✓	
17. A team player as well as an intuitive individual	✓	
18. Able to forward plan effectively to ensure the school meets all the statutory requirements and the needs of its users	✓	
<b>Securing accountability</b>	Essential	Desirable
19. Uncompromising commitment to high expectations and standards, and strongly focused on improvement	✓	
20. Uses a variety of tools to monitor progress of self and the team	✓	
<b>Personal attributes</b>	Essential	Desirable
21. Determination, hard-working, consistent, personal rigour, loyalty and commitment to the school's values, honesty and integrity	✓	
22. Able to work flexibly according to the changing needs of the school	✓	
23. Good communication and team working skills	✓	
24. Reflective and willing to adapt to changing situations and ideas	✓	
25. Sound judgement, insight and foresight	✓	
26. Approachable, enthusiastic, inspirational and motivating	✓	
27. Professional with a commitment to observing all policies including safeguarding and confidentiality	✓	

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