



# **School Premises Officer**

## **Job Description/Person Specification**



## JOB DESCRIPTION

<b>Post:</b>	<b>Premises Officer</b>
<b>Salary:</b>	<b>Grade 4 – Scp 7-11 £22,995 - £24,693 – Brent School Payscales</b>
<b>Hours:</b>	<b>Variable - 36 hours per week. Full time - all year round</b>
<b>Location:</b>	<b>Roundwood School and Community Centre</b>
<b>Responsible to:</b>	Headteacher, Central Trust Team

### **Role Purpose and Role Dimensions:**

Ensuring any maintenance and repairs are carried out promptly. Liaising daily with the Headteacher and Community Centre Coordinator on caretaking issues, supervise the cleaners and the cleansing service of the school. Ensure the security of the school premises. Monitor and manage all visiting contractors from arrival to departure. Monitor the maintenance of any machinery or plant within the school. Complete the annual asset audit check and maintaining register for local sites in between. Help maintain the internal and external fabric of the schools premises as a safe working environment. During the school holidays the premises officer will be required to be flexible to accommodate the needs of the Community Centre.

The postholder is expected to support the development within the premises service across the schools and to be willing to undertake further training as appropriate, and to participate actively in the wider life of the school, including enrichment opportunities.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties as may be necessary from time to time.

### **Commitment to Diversity:**

As a member of the school community to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

- Key External Contacts:**
- Contractors and suppliers
  - Facilities providers
  - Parents/carers
  - General public
- Key Internal Contacts:**
- Headteacher and Central trust staff
  - Cleaners
  - Staff
  - Pupils
- Financial Dimensions:**
- Responsible for hand tools, equipment such as lawn mowers, floor buffers, vacuum cleaners and other small machinery. Also responsible for maintaining stock levels for cleaning and maintenance materials within the current finance procedures.
- Key Areas for Decision Making:**
- Ensure adequate cover is available during own or team members absence.
  - Ensure that vital information such as cleaning rotas and site keys are available for staff as required.
- Other Considerations:**
- Experience of prioritizing and managing own time effectively
  - Full & clean driving licence as travel and cover will be required across sites.
  - To undertake the minibus driving test
  - Enhanced DBS check
  - Whilst there are some Statemented pupils in mainstream schools, the environment in a special school is far more intense and continuously presents a variety of challenging situations for staff at all levels.
  - Contributing towards performance management and appraisals as part of the Schools performance management system.
  - Willingness to undertake Physical Intervention training in this area as this is mandatory for all staff
  - May require a Hepatitis B vaccination
  - Contributing towards performance management and appraisals as part of the Schools performance management system.
  - The annual leave year is from 1<sup>st</sup> April – 31<sup>st</sup> March (holidays to be agreed in advance with the Caretaker and Facilities & Compliance Manager and to be taken in School Holiday times where possible)

## **Management and Supervision:**

### **This will involve:**

- Report on any failure to meet the required cleaning standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- Planning and work allocation for directly employed cleaners where required. Monitoring contract cleaners and reporting to Headteacher any issues.
- Induction and instruction of cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required. Ensuring contract cleaners adhere to agreed standards.
- Supervision of cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained.
- Authorising weekly time sheets for cleaners, and help in the preparation of claims for caretaking fees for lettings.
- Assist in the undertaking of the annual fire risk assessment
- Attend training courses where appropriate
- Participate in and be responsible for the annual asset check for designated sites.
- Occasional care and feeding of school pets during holiday times.
- Occasional watering of plants.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

## **Security**

### **This will involve:**

- Open and close school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services.
- Check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Liaison as necessary with emergency services including the calling of the services as appropriate.
- Report acts of vandalism to the Headteacher and Police where necessary.
- Internal mail courier duties as required.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Headteacher, ensuring the safe use of the school site at all times.

## Heating

### This will involve:

- Check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the Caretaker or Facilities Manager.
- Change filters as appropriate.

## Energy Conservation

### This will involve:

- Reading, recording and reporting all meter readings as required

## Emergencies

### This will involve:

- Cleaning sickness, etc and spillage's as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

## Lettings

### This will involve:

- Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required in accordance with the School arrangements.

## **Internal Maintenance**

### **This will involve:**

- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re : prevention of Legionella.
- Synchronise all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Headteacher
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.
- Remove or obscure all graffiti as required by the Head of School.

## **External Maintenance**

### **This will involve:**

- To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Clear leaves, snow, ice, moss and debris as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with Headteacher for the best method of removal.
- Maintenance of school gardens including planting bulbs etc.

## School Cleaning

### This will involve:

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Head Teacher
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- In the absence of cleaning staff/service to ensure basic cleaning and emptying of bins is undertaken.
- In areas where the premises officer undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Head Teacher.
- Daily disinfection of water fountains.

## Green Statement

### This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

## Data Protection

### This will involve:

- To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

## Confidentiality

### This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## **Equalities**

### **This will involve:**

- The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

## **Health and Safety**

### **This will involve:**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

## **To contribute as an effective and collaborative member of the School Team**

### **This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions.



## PERSON SPECIFICATION

**Post:** Premises Officer

**Responsible To:** Headteacher

**Site:** Roundwood School and Community Centre – Harlesden  
(Maybe required to work at other sites)

**Essential knowledge:** An understanding of health & safety requirements.  
To communicate clearly to all sections of the school community both verbally and in writing.

**Essential skills and abilities:** D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the school heating system.  
Ability to assist in the training and induction of new cleaning staff.  
Understanding of the principles of health & safety in a school environment including COSHE.  
Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.  
Ability to adhere to working procedures and policies within the school environment.  
Ability to operate as part of a team or individually as required.  
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.  
Ability to carry out a range of administrative tasks, including stock taking.  
Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.  
Experience of prioritizing and managing own time effectively  
Committed and trustworthy as you will be responsible for unlocking/closing of sites, keyholder and security.

**Essential experience:** Experience of current cleaning materials/methods/appliances.  
To hold a full and clean driving licence as travel & cover between sites will be required

### **Special Conditions**

- Willingness to undertake Physical Intervention training in this area as this is mandatory for all staff
- Enhanced DBS Check
- May require a Hepatitis B vaccination
- To hold a full and clean driving licence as travel & cover between sites will be required  
In addition you will be required to undertake the minibus driving test
- Whilst there are some Statemented pupils in mainstream schools, the environment in a special school is far more intense and continuously presents a variety of challenging situations for staff at all levels.
- Contributing towards performance management and appraisals as part of the Schools performance management system.