

HOLY CROSS SCHOOL JOB DESCRIPTION

Designation: Premises Officer

Reports to: Executive Headteacher, Head of School & School Business Manager

Location: Holy Cross Catholic Primary School Scale 6 £30,063 - £31,155

Purpose of Job

The Premises Officer is responsible to the Executive Headteacher & Head of School for the upkeep of the school premises, to provide a safe, secure, clean and warm environment for all site users and visitors.

Accountability

The post-holder is accountable to the Executive Headteacher & Head of School

Responsibilities

1. Security

- 1) Opening and locking of gates, doors and windows as appropriate
- 2) Taking reasonable steps to minimise loss or damage to property and staff belongings
- 3) Patrolling site at appropriate intervals
- 4) Ensuring that intruders are dealt with adequately in accordance with the school's practice and where necessary the Police are informed, subject to guidelines on health and safety requirements
- 5) Ensuring that visitors and contractors sign in visitors' book
- 6) Reporting all burglaries to appropriate authorities including Executive Headteacher, Head of School and Police
- 7) Ensure gates and entrances/exits are kept clear and deal with dangerously parked cars both on site and immediately outside the school gates e.g. zig zag yellow lines. Ensure that keys are kept in a safe place
- 8) To attend emergency call out to premises
- 9) Manage emergency key holder cover and inform LA and other appropriate outside agencies
- 10) Test fire alarm and other alarms regularly

11) Provide first point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free.

2. Maintenance

- 1) Taking responsibility for maintenance and upkeep of premises, including buildings, fixtures, fittings and furniture
- 2) Carry out minor repairs and report defects to line manager, order repairs and work after agreement with line manager on official order sheets
- 3) Engage in preventative maintenance- to eliminate potential hazards
- 4) Ensure hard surface areas of grounds are weeded and any protruding low level bushes are cut back and organise the cutting back of trees by authorised contractors
- 5) Monitor plumbing and drainage unblocking, drains, sinks, gutters, where able.
- 6) Make minor repairs to fencing, sheds, gates, benches
- 7) Check and replace lamps, tubes in light fittings
- 8) In negotiation with the Head of School undertake decorating repairs
- 9) Read all meters on a monthly basis and pass information onto the Business Manager
- 10) Perform general gardening duties eg weeding, cutting back hedges, maintaining shrubs, planters.
- 11) Oversee and act as point of contact for contractors working on site, including gardeners, cleaners and building repair works

3. Heating plant

- 1) Dealing with faults and defects including checking and replacing fuses as necessary up to 30amps
- 2) Check functioning of heating and hot water systems in order that the required temperatures are maintained and an adequate supply of hot water is available to maximise fuel efficiency

4. Health and Safety

- 1) Maintain a safe and healthy environment, referring all hazards, including pests and vermin, to the Executive Headteacher & Head of School. Engage in preventative maintenance to eliminate potential hazards
- 2) Have knowledge of use and maintenance of fire precautions and equipment

- 3) Clear ice and snow, putting down salt to give access and egress to site.
Making sure adequate supplies are available in time for winter
- 4) Cleaning up of bodily fluids when on duty
- 5) Check safety doors are secured against unauthorised entry where appropriate
- 6) Monitor and protect against legionella including organising and overseeing the annual tank chlorination and water testing and keeping all relevant certificates, carrying out of weekly, temperature tests and keeping a log of all relevant information
- 7) Monitor asbestos following plans of location as kept by Premises Officer and also by School Office. Take action if necessary.
- 8) Keeping of Hazardous waste log i.e. fluorescent tubes, old fridges, computer equipment etc and arranging collection of same by approved contractors
- 9) Writing of all premises risk assessments including the ongoing updating of all assessed risks
- 10) Organise and manage the following annual checks and keep all records, certificates and weekly test logs up to date

Gas safety checks, boiler servicing, fire fighting appliances, fire alarm testing, intruder alarm testing, PE equipment servicing, PAT testing, fixed electrical testing, Cosh sheets, electrical works certificates, clinical waste contract, feminine hygiene bins, pest control, emergency lighting, shade sails, and negotiate better contracts where possible
- 11) To manage all contractors working on site checking that all relevant health and safety rules are being followed to minimise any harm or danger to all School users and to minimise any loss or damage to School equipment or premises ensure risk assessments are in place before works begin
- 12) To carry out inspection and replacement if needed of all School safety signs around premises
- 13) Manage and keep records of the pest control contract
- 14) Keep logs and/ or recordings of any incidents caught on the School CCTV system when applicable including dealing with evidence in the correct way and keeping logs of any such incidents
- 15) Carrying out of Health and Safety checks with nominated Governors, Business Manager and Head of School when required, noting potential hazards and assessing them using the risk assessment formula, a copy of this report is given to the Governing Body.
- 16) Maintain Assets & Furniture registers ensuring these are kept up to date in keeping with the Schools Finance and policy regulations and are available for inspection by authorised personnel. i.e Audit.

5. Cleaning Management

- 1) Perform cleaning duties as required
- 2) Monitor cleaning and liaise with cleaning staff to get the appropriate level of cleaning to the best standard
- 3) Order all cleaning supplies to enable School to be cleaned to correct standard
- 4) Monitor toilet/wash areas at regular intervals ensuring adequate toilet rolls, hand towels and soap are available
- 5) During summer holidays help with deep clean ie moving furniture within own capabilities, high level dusting.

6. Administrative and Financial

- 1) Complete purchase orders for supplies and minor works and submit to the Executive Headteacher/ Head of School for approval
- 2) Obtain any quotations/tenders for building works in accordance with Business Manager/Head of School requests in line with the LA Finance manual & Schools Financial policy and regulations
- 3) Be responsible for checking contractor's schedules of work, method statements, risk assessments and health and safety policies
- 4) Ensuring that written quotations for work are secured according to the School's Financial policy and regulations
- 5) Check that all building work has been carried out satisfactorily in consultation with Head of School/Business Manager and pass invoices to SBM for payment

8. General duties

- 1) Within capabilities remove and store furniture in available storage facilities, putting together and dismantling drama stage, moving computer equipment around school
- 2) Set up chairs/tables or equipment for parent assemblies/meeting or INSET days
- 1) Banking monies in accordance with LA Finance manual/ Schools Financial policy and regulations
- 2) Sweeping of playgrounds, clear litter, debris and leaves and emptying of playground bins all regularly
- 3) D.I.Y within the capability of post holder

- 4) To attend any training courses or sessions necessary to benefit the performance of duty
- 5) Carry out any reasonable requests as directed by the Executive Headteacher, Head of School /Business Manager

Equal Opportunities

Carry out the duties of the post with due regard to the Council's Equal Opportunities policy and the ethos of the school.

PERSON SPECIFICATION

The person specification is a picture of the skills; knowledge and experience needed to carry out the post of Premises Officer

Knowledge

- Locking/unlocking procedures, including the setting of alarms
- Health and safety issues.

Aptitude

- Able to work on own initiative
- Able to work flexibly and respond to emergencies
- Organised approach to prioritise work and successfully manage time

Skills

- Basic literacy, numeracy and IT skills
- Routine maintenance skills (ie. changing fuses, bulbs, hand towels)
- Ability to deal professionally and politely with staff, pupils, parents, external organisations and visitors
- Hazard identification

Experience

- Of cleaning – both external and internal to a site
- Working unsupervised
- Routine site maintenance and upkeep

Personal qualities

- Ability to react calmly under pressure
- Ability to relate to and communicate with a range of people in the school and parish community
- Reliability and conscientiousness
- Willing to support the ethos of the school

Circumstances

This post is exempt from the Rehabilitation of the Offenders Act. Any criminal convictions will need to be declared if you are appointed.

The postholder will need to physically fit enough to undertake the duties of the post. This will be determined by Lewisham's Occupational Health service and may include the use of adaptations or the provision of equipment.

Equal Opportunities

A commitment to implement the school's equal opportunities policy

Awareness of equal opportunities issues