

HOLY FAMILY CATHOLIC SCHOOL

Job Title: Premises Officer
Grade: Scale 12 - 16 (£25,137 - £26,997)
Responsible to: Premises Manager

Job Purpose

Liaising daily with the Premises Manager/Premises Officers on caretaking issues, monitor the cleaners and the cleansing service of the school. Ensure the security of the school premises. Assist in the maintenance of any machinery or plant within the school. Help maintain the internal and external fabric of the schools premises as a safe working environment.

Key External Contacts

- Contractors and suppliers
- Facilities providers
- Parents
- General Public

Key Internal Contacts

- School Business Director/Premises Manager/Premises Officers
- Cleaners
- Staff
- Pupils

Major Tasks, Duties and Responsibilities

1 ***Key Activities - Operational***

Security

- Lock/unlock school buildings and areas
- Assist with regular security checks
- Operate alarm systems where appropriate
- Cover lettings

Cleaning and Maintenance

- Assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- Operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter-picking
- Undertake emergency cleaning duties

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- Undertake routine “client” tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance
- Provide emergency access to the school site
- Undertake activities to maintain safe and clean external environment e.g. gritting
- Assist with the maintenance of sports equipment where necessary

2 Key Activities - Resources

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables e.g. soap & towels
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate
- Monitor the premises ticketing system and respond to requests for assistance.

Key Activities – Organisation & Supervisory

- Escalate any staffing or cleansing/safety concerns to line manager promptly
- Assist with the receipt, distribution, collection and despatch of goods
- Assist and participate in the organisation and movement of furniture within the building
- Maintain and arrange orderly and secure storage of supplies
- Operate everyday equipment in accordance with instructions

4 Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.

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- The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

Other requirements:

- To have an up-to-date Enhanced DBS Disclosure
- To hold a full, clean driving license
- To uphold the Mission Statement of the School

Person Specification

1. Experience

- Handyperson experience
- Supervisory experience (where relevant)

2. Qualifications

- Willingness to undertake induction training
- Willingness to undertake premises management training

3. Knowledge, Skills and Abilities

- Ability to relate well to children and adults
- Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures
- Willingness to gain knowledge of health and safety procedures and precautions
- Willingness to gain awareness of COSHH regulations
- Awareness of health and hygiene procedures
- Knowledge of moving and handling procedures
- Ability to work as part of a team
- Willingness to use relevant equipment
- Ability to relate well to children and adults
- Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards
- Be computer literate