

Job Description PREMISES OFFICER

Purpose	<ul style="list-style-type: none"> The Premises Officer is part of the school staff structure and will contribute as part of the school team to the developments of the school's ethos and culture. The Premises Officer will share the school's aims for the pupils and support and contribute to school policies in respect of equal opportunity, behaviour management and independence skills. The Premises Officer will contribute to the proper maintenance, cleaning, security, heating, health and safety, within the school premises and grounds. Considerable importance is attached to the public relations aspect of all work undertaken. It is expected therefore that the Premises Officer will at times projects to the public the image of the Establishment as being anxious to assist whenever possible and positively promote various services that the Establishment provides. The emphasis of the post will be on the provision of an efficient, effective, healthy and safe range of premises management service.
Reporting To	<ul style="list-style-type: none"> School Site Manager and Facilities Manager
Salary/Grade	<ul style="list-style-type: none"> Scale 4
Disclosure	<ul style="list-style-type: none"> Enhanced
MAIN DUTIES	
Main Tasks	<ul style="list-style-type: none"> To be responsible to the Premises Manager for the keyholding, security and health and safety aspects of the premises and its contents. To ensure that all services (i.e. heating, lighting and plumbing) are operating to satisfactory standards. To monitor and report on the performance of contractors undertaking cleaning. To monitor the performance of contractors undertaking maintenance work and to submit written reports when required. To pursue high standards of cleaning and maintenance throughout the premises. To assist in the development, organisation and preparation of facilities for a varied programme of activities and events on the premises including portering, receipt of deliverers and lettings. To liaise with the school Bursar in the absence of the Premises Manager To liaise with officers from the Neighbourhood and Central Department as necessary.
Job Activities	<ul style="list-style-type: none"> To ensure that all relevant plant, equipment, materials, services, premises and grounds are clean, safe, secure and operational at all times. To understand and comply with the Council's Health and Safety policy and to check that all staff and contractors observe the requirements of the Health and Safety at Work Act when on the premises, as reasonably practicable. To check that all heating, ventilation, lighting and mechanical plant is operating efficiently. In consultation with the School Premises Manager and/or Bursar, to participate in the maintenance and cleaning programme required for the site (where applicable). To request the use of specialist cleaning materials and equipment.

	<ul style="list-style-type: none"> • To carry out the cleaning activities in relation to the discretionary areas of the non-contracted cleaning contract (i.e. personal cleaning responsibilities) as directed. • In accordance with health and safety guidelines, to arrange for and carry out the cleaning and/or removal of any spillage that may occur (i.e. due to sickness or any other accidents which pupils/adults may have). • To service all toilets areas, replenish the supplies of consumable and disposable products associated with cleaning and hygiene (e.g. soap, toilet paper, paper towels). • To ensure the site is operationally secure and safe, including monitoring of CCTV. • To carry out minor repairs and maintenance duties as directed by the school Premises Manager and/or the Bursar. • To check and sign delivery notes for good received, transferring to the required area for use or safekeeping as necessary. • To arrange and assist with the movement of furniture, equipment and material as required, to satisfy the needs of varied site activities in accordance with the Health and Safety Policy. • To work those hours required by the nature of the service including evenings. To be reasonably available for weekend duties.
<ul style="list-style-type: none"> • <i>Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.</i> • <i>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</i> • <i>Employees are expected to present themselves and to act in a professional manner at all times.</i> • <i>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.</i> 	

Person Specification

This is the generic person specification, common to all teaching jobs advertised after September 2005, at Swanlea School. Sections 2-10 are derived from the Teachers' Standards Framework.

KNOWLEDGE:

- Awareness of building maintenance and building security requirements.
- Understanding of the requirements of Health and Safety and other appropriate legislation.
- Awareness of the school philosophy and ethos.

SKILLS:

- Clerical skills.
- Ability to communicate effectively orally and in writing, producing own letters, reports, position statements and accountancy records.
- Practical skills to enable minor repairs and improvements to be undertaken e.g. electrical plumbing and carpentry skills.
- Interpersonal skills, enabling the establishment of effective working relationships with other staff and empathy and rapport with children often of various ethnic backgrounds.

EXPERIENCE:

- Previous relevant experience.
- Previous clerical experience.

EDUCATION AND TRAINING:

- Good general education with demonstrable written and numeracy skills.
- Health and Safety and First Aid training.

PERSONAL QUALITIES:

- Flexibility and ability to work as a part of, and contribute to, the school staff team.
- A "can do" attitude
- An ability to deal with unpleasant substances on an emergency basis.

Please note: Application forms should be completed according to the selection criteria.

Signed:

Date: