

**Britannia Village Primary School
Job Description**

Job Title: Premises Officer

Grade: Scale 4/5

Reports To: Head of School/School Business Manager

Purpose of Job

To effectively maintain the building and grounds; security; heating; health & safety; cleaning. You will ensure effective safety and security of the school premises and property at all times. You are valued as part of the school support team and shall make a positive contribution to the ethos of the school and provide a professional maintenance service. Liaise effectively and politely with all stakeholders and contractors and represent the school positively.

Equal Opportunities

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Duties & Responsibilities

Repairs and Maintenance

1. To be responsible for maintaining the building and grounds in line with health and safety requirements. This will include ability to assess repairs in accordance with established guidelines as to whether repairs are within post-holders capability or referred externally to contractor via Business Manager
2. To be responsible for ensuring the safe and efficient operation of mechanical, electrical, heating and water services on the premises, including lifts and ensure that safe levels of lighting, heating and ventilation are maintained.
3. To be responsible for carrying out repairs, plumbing and carpentry and decorating.
4. To be responsible for internal painting/decorating programme when required, during school holidays
5. To liaise with other individuals/contractors regarding premises maintenance as required.
6. Carry out repairs to school resources and equipment when appropriate
7. Clear roof guttering as part of maintenance programme and retrieve belongings
8. Demonstrate effective communication procedures

Security

1. To be responsible for premises security including periodic reviews of site security and consult with the police and other security services
2. individuals/contractors regarding premises security
3. To support and promote the guidelines and procedures on security and the use of alarm systems
4. To be a main key holder and arrange access to the site by authorised persons where required.
5. Demonstrate and practice effective security of school premises and its contents.
6. Promote and demonstrate safe and secure environment in line with school guidance & policies

Health & Safety

1. To ensure that the premises and equipment are maintained in safe and healthy condition
2. To undertake regular maintenance checking and logging in line with health & safety procedures & guidelines for fire, safety, water, lighting, electrics and mechanical.
3. To ensure appropriate health and safety signposting in accordance with guidelines and school requirements
4. Adhere to COSHH guidelines and all products, chemicals, paints etc are stored safely
5. Adhere to relevant risk assessments
6. Undertake and initiate risk assessments as required
7. Comply with daily, weekly termly health and safety checks as specified
8. Ensure relevant training is undertaken
9. Ensure all safety measures are followed and equipment used
10. Take evasive action when presented with a H&S risk and inform senior manager

Cleaning

1. To support cleaners and undertake regular cleaning duties
2. To liaise with cleaners and ensure high standard of cleaning is maintained
3. Ensure cleaning products are stored safely and in line with COSHH guidelines
4. Emergency cleaning as required

Grounds

1. To be responsible for general grounds maintenance including weeding, watering, planting.
2. Tend to school chickens/animals when required, including during school holidays
3. Ensure grounds are safe and secure, free from litter and hazards each day.

Lettings

1. Cover lettings and other out of hours usage of the premises including weekends when required
2. Ensure premises are safe and secure
3. Ensure school property is not misused and protected from theft and vandalism

Building/Works

1. In conjunction with the Head of School/Business Manager facilitate contractors and consultants to enable them to complete agreed works, ensuring effective safety and security of the school premises and property at all times.
2. To assist with removal of existing furniture and equipment or take delivery and assemble new furniture and equipment when required.

Management/Administration/Finance

1. Work on own initiative, particularly during school holidays and in emergencies, taking all necessary action to ensure the security and maintenance of the site and to prioritise workload.
2. Monitor and order cleaning and hygiene supplies in accordance with school ordering procedures
3. Seek best value for the school at all times.
4. Use computerised systems in accordance with agreed procedures
5. Ensure premises covered adequately at all times.

Other

1. Such other duties, within the competence of the post-holder, which may be required reasonably from time to time.