

ST WILLIAM OF YORK CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

Post: PREMISES OFFICER

Grade: LEVEL 2 - Grade D – JE No. A1631

Hours: 7.00 am to 10.30 am and 5.30 – 6.00 pm (4 hours a day/ 20 hrs per week)

Responsible to: Headteacher

JOB PURPOSE

Under the instruction/guidance of appropriate senior staff, be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school (site) premises.

MAIN DUTIES

Security and Safety

Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible. (The Key Holder will be required to open up the premises at 7.00am and lock the buildings and external gates at 6.00 pm during Term Time).

Respond to and accurately record all call outs, liaising with the security force and police as appropriate.

Make premises secure after potential break-ins.

Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills.

Undertake the role of Fire Marshall.

Ensure the safe storage of materials covered by the COSHH regulations.

Ensure stringent health and safety provision and adherence to safe working practice.

Energy Management

Advise the appropriate senior member of staff on matters relating to energy control and conservation, implementing measures to prevent waste.

Ensure lights and other equipment are switched off as appropriate.

Porterage

Operate, manage and control cleaning materials and equipment including the ordering, storage and distribution to appropriate personnel.

Undertake porterage of stock, furniture and equipment as required.

Maintenance

Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.

Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.

Undertake regular school (site) premises inspections and identify and record repair maintenance requirements.

Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the school (site) premises is satisfactory, as per specific schedule for the school (site) premises.

Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.

Organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc as agreed with the appropriate senior member of staff.

Monitor the cleanliness of the school/site*, liaising with the Cleaning Supervisor on a daily basis

Undertake general cleaning duties within the premises and outside of the premises to ensure a safe and hygienic working environment is maintained.

Support for the School/Organisation

Enable access to the schools site out of hours for any emergency works or during school holidays when contractors may need access to the school buildings.

Complete all necessary administration e.g. timesheets, and forward to the appropriate person for processing.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the organisation's ethos, aims and development / improvement plan.

Work as part of a team appreciating and supporting the role of other people in the team.

Contribute to the maintenance of records, information and data, including the production of analysis and reports as required to Senior Management Team to aid decision making.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

Assist in the induction of other support staff as required.

Note In addition to the above other duties at the same responsibility level may be interchanged with/added to this list at any time.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

PERSON SPECIFICATION

Post: PREMISES OFFICER – LEVEL 2

Post No. 85324

School ST WILLIAM OF YORK CP

School Dept. 410

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Level 2 qualification or equivalent in Maths/numeracy and English/literacy.	E	AF + I
Relevant Level 2 qualification or equivalent experience.	D	AF + I
<u>EXPERIENCE/KNOWLEDGE</u>		
Demonstrate experience of caretaking/site-keeping in a multi-school (site) or similar environment.	D	AF + I
Demonstrate an understanding of inclusion.	E	AF + I
Ability to relate well to children and adults.	E	AF + I
Knowledge of health and safety procedures and precautions.	E	AF + I
Awareness of COSHH regulations.	E	AF + I
Awareness of health and hygiene procedures.	E	AF + I
Knowledge of moving and handling procedures.	E	AF + I
Knowledge of the Code of Safe Working practice (COSWP) for Caretaking and Premises Staff.	D	AF + I

<p><u>SKILLS/KNOWLEDGE/APTITUDES</u></p> <p>Communication and Influence Communicates in a clear, accurate and succinct manner to deliver information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.</p> <p>Team working Acts in a manner consistent with team goals, standards and values actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others views and opinions. Works with the team to generate solutions and reach consensus.</p> <p>Organisational Awareness Demonstrates a broad knowledge of the schools activities and how they contribute to the schools performance as a whole. Is able to describe the current activities in their area and whole school developments demonstrates how own job performance contributes to the schools vision</p> <p>Adaptability Responds positively to the change process helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF + I</p> <p>AF + I</p> <p>AF + I</p> <p>AF + I</p>
<p><u>Use of Technology</u></p> <p>Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it accordingly.</p> <p><u>Professional Values & Practice</u></p>	<p>D</p>	<p>AF + I</p>

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.	E	AF + I
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.	E	AF + I
Ability to improve your own practice through observations, evaluation and discussion with colleagues.	E	AF + I
<u>SPECIAL REQUIREMENTS</u>		
Requirement to complete Support Staff Induction Programme.	E	I
Willingness to undertake appropriate first aid training (if appropriate).	E	I

AF = Application Form

I = Interview

T = Test

P = Presentation