



Premises Officer/Site Manager

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description. The post is subject to enhanced DBS clearance.

Job title	Premises Officer/Site Manager
Reporting to	Headteacher
Job purpose	The post holder will work a basic 20 hour week mornings and evenings and will be responsible for the security of the premises and its contents; compliance with legal regulations, building codes and approved codes of practise; operation of fire and burglar alarms; operation and suitability of lighting and heating; ensuring the effective cleaning of the premises; the maintenance and operation of plant; portorage; semi-skilled *maintenance duties; management of lettings and other duties arising from the use of the premises; management of contractors.
Salary	<ul style="list-style-type: none">• Band 3 - £19,698 - £20,903
Specific Responsibilities	
Security	<ul style="list-style-type: none">• Operate the alarm system and undertake emergency contact responsibilities as appropriate.• Be responsible for the security of the school site. Report all security breaches or potential breaches to the Head and Trust Director of Estates.
People and Resource Management	<ul style="list-style-type: none">• Work proactively with the Head Teacher and Trust Director of Estates to ensure operational continuity at all times.• Maintain the appropriate timesheets/holiday records etc. and ensure that accurate and timely information is passed to the Finance/Personnel team for processing.• Attend to the requirements of hirers of school premises for the purpose of evening and weekend lettings; be available to attend evening lettings as agreed during the week and at other times by prior agreement. Lettings payments will apply where applicable.• Monitor the use of energy and water resources in the school, recording meter readings at specified intervals .• Support with the repair and maintenance of furniture and fittings.• Set out furniture as required by the Head Teacher or his/her delegated representative.• Portorage duties – ensure goods inwards are removed from the reception area promptly to a secure location as advised by office staff.



	<ul style="list-style-type: none">• Organise and /or carry out the testing of portable appliances, keeping appropriate records. Keeping any PAT testing equipment secure and in good working order and ensuring an adequate supply of resources are available.• Liaise with the Cleaner in Charge to ensure an adequate supply of all consumables, e.g. soap, hand towels, toilet paper, cleaning products etc. Ensure appropriate records of orders/deliveries are kept.• Ensure that at all times buildings are operated effectively and efficiently, minimising the use of natural resources including water and energy.• Manage contractors and complete and issue any work permits or inductions required.• Carry out car park duties as directed by the Head Teacher or his/her delegated representative ensuring effective vehicle - pedestrian segregation is achieved at all times.
Health & Safety/Risk and Disaster Management	<ul style="list-style-type: none">• Work with the Head Teacher and the Trust Director of Estates to ensure that the school remains compliant at all times and submit reports as and when required to verify compliance.• Carry out weekly flushing of water appliances and assets and record in the Legionella log book.• Ensure monthly Legionella testing is carried out and recorded by the nominated LCA registered contractor.• Monitor the results of Legionella testing and take necessary remedial action.• Ensure that the legionella risk assessment is fully implemented.• Ensure that the Slips, Trips and Falls risk assessment is fully implemented.• Carry out daily and weekly health and safety inspections of the school site ensuring that hazards are reduced to low within a defined timescale.• Carry out daily safeguarding checks ensuring that the site is secured.• Undertake a weekly inspection of all areas in the school that have been identified as containing asbestos materials and recording the condition of those areas taking any remedial action necessary where damage has occurred and reporting such damage to the Head Teacher and Trust Director of Estates.• Know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.• Ensure that the fire risk assessment is fully implemented carrying out the fire safety checks contained in the Fire Risk Assessment and record such checks in the log book and on the Trust Estates portal, taking any remedial action necessary.• Ensure all exterior hard surfaces including artificial/turfed areas are kept in a clean and tidy condition including ensuring the litter bins are emptied daily.• Contribute towards the school emergency plan and disaster recovery plan and be aware of its place within the management procedures of the school.• Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.• Know about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.• Support the implementation of health and safety policies and procedures within the school.• Take reasonable care for the health and safety of him/herself and of any other person who may be affected by his/her activities and, where appropriate, safeguard the health and safety of all persons under his/her control and guidance in accordance with Health and Safety legislation.



	<ul style="list-style-type: none">• Ensure the display of hazard warning notices throughout the school, e.g. Fire Escape, Caution: Hot Water etc.• Manage the use of chemicals and hazardous substances ensuring that all chemicals used on site have COSHH assessments, that these are recorded and kept up to date.• Ensure that engineering inspections including LOLER and pressure system inspections are carried out in accordance with legislation and approved codes of practise.• Maintain all premises-related health and safety documents and records and submit reports to the Head Teacher and the Trust Director of Estates at specified intervals.• Ensure that the Trust's rules and procedures regarding the management of contractors are adhered to at all times with particular emphasis on safeguarding, risk assessments, method statements and tool box talks.• Carry out cleaning tasks as defined in the cleaning specification ensuring that the highest standards are maintained at all times.
Site and Buildings	<ul style="list-style-type: none">• Manage the maintenance of the school site buildings. Work proactively with the Trust Director of Estates in the preparation of maintenance schedules and the efficient operation of all facilities on the property including the installations and plant for lighting, heating, hot water, cooking, ventilation, water softening, energy conservation etc.• Undertake a range of semi-skilled maintenance duties, e.g. painting, minor plumbing works etc, subject to the proviso that if a qualified tradesman is required to carry out the task then an appropriate contractor will be employed.• Be available to attend in cases of emergency outside the working week, e.g. intruders, fire and flood, in line with the school policy and procedures for emergency cover.• Ensure the provision of heating within the premises and maintain required temperatures; ensure the boiler plant equipment, including heating equipment is cleaned in accordance with the specification and arrange repairs as and when necessary. Attend the premises during the winter months during periods of school closure to monitor the heating system in order to maintain a suitable temperature so that damage does not occur, e.g. burst water pipes.• Glazing – boarding up of damaged panes of glass to ensure safety. Call replacement glazing company and arrange replacement at earliest opportunity.• Flooring – monitor the condition of all floors in the school, making minor repairs as necessary. Arrange replacement as and when necessary in line with the school maintenance plan in conjunction with the Director of Estates.• Assist representatives from the Trust and the Diocese of Nottingham during property inspections/visits.• Assist with pest control measures and respond to infestations as and when they occur, calling in a specialist contractor if necessary.• In liaison and coordination with the Trust, assist with the maintenance of the school site buildings and grounds, the preparation of maintenance schedules and the efficient operation of all facilities on the property including the installations and plant for lighting, heating, hot water, cooking, ventilation, water softening, energy conservation etc.• Attend the premises during the winter months during periods of bad weather to clear paths and other areas to ensure the academy can open as planned wherever practically possible. Occasional overtime may be required for this duty for which an appropriate payment will be made.



Skills and Abilities	<p>The post holder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:</p> <ul style="list-style-type: none">• Effectively supervise cleaning services where required.• Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.• Carry out maintenance tasks in a professional manner with health, safety and safeguarding at the fore.• Learn new skills and expand current skills and pass on knowledge and techniques to others.• Demonstrate good general interpersonal and communication skills.• Deal with conflicting demands and work flexibly.
Whole Academy Responsibilities	<ul style="list-style-type: none">• Be a positive influence on the climate and culture of the Academy and show a positive example at all times.• Support the catholic ethos of the Academy.• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager.• Be aware of and support difference and ensure equal opportunities for all.• Contribute to the overall aims of the Academy.• Appreciate and support the role of other professionals.• Attend and participate in relevant meetings as required.• Participate in training and other learning activities and performance development as required.• Recognise own strengths and areas of expertise and use these to advise and support others.
General	<p>To work in collaboration with the Trust and other Academies, sharing good practice and supporting during time of absence and/or heavy workload.</p> <ul style="list-style-type: none">• Although a 27.5 hour week is in operation, the nature of the post requires a flexible working pattern to meet the needs of the academy. Working arrangements will be determined by the Head Teacher and working above 27.5 hours will warrant over time payment in agreement with the Head teacher.• This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.• The duties and responsibilities of the post will evolve with the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.



Person Specification

Requirements	Post holder requirements	How this element will be verified
Education/experience		
Understanding of an estates and facilities management or caretaking role	E	A
Experience of working in a primary education environment	D	A
Experience in a mechanical and/or electrical	D	A
Willing to develop a knowledge of Health and Safety procedures.	E	A / I
Knowledge of Health & Safety regulations relating to Estates function	E	A / I
IOSHH qualification	D	A
Willing to work with the Director of Estates to develop a planned maintenance schedule	E	I
Understanding of how to manage contractors	E	A
Leadership and skills		
Ability to use initiative and problem solving skills	E	A / I
Ability to work with people to motivate, enthuse and inspire colleagues	E	I
Ability to delegate and hold others to account	E	I
Familiarity with Microsoft Office applications and the ability to acquire and update skills as the software packages develop	D	A / I / T
Work proactively as a team member liaising with colleagues		I



Ability to carry out day-to-day practical tasks including minor reactive maintenance to the building, fixtures and fittings	E	T
Attributes		
A flexible attitude towards the role, duties and hours	E	I
Committed to the aims of our Trust	E	I
Understanding of the distinctive nature and catholic ethos of the trust	E	I
Clear view of what high standards and performance looks like	E	I
Commitment to Safeguarding principles	E	I

Key

- Application (A)
- Interview(I)
- Practical Tasks (T)
- Essential (E)
- Desirable (D)