

## **Job description: Premises Officer**

Goodrich Community Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### **Job details**

**Job title:** Premises Assistant

**Salary:** Scale negotiable

**Hours:** 36

**Contract type:** Full Time

**Reporting to:** Headteacher/Premises Manager

### **Main purpose**

The Premises Assistant is responsible for:

Maintaining clean, safe and secure school premises, which includes buildings and grounds

Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portering, and minor repairs

Promoting health and safety around the school

### **Duties and responsibilities**

#### **General duties**

Carry out portering duties, such as moving furniture and equipment around the school

Maintain the general school premises, furniture and fittings, and report any issues to Premises Manager

Carry out small repairs and DIY projects

Arrange larger repairs and obtain quotes from contractors

## **Cleaning**

Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste  
Carry out emergency cleaning duties, such as gritting and cleaning up spillages

## **Security**

Maintain the security of the school premises as a key holder  
Lock and unlock the premises as required, including out of school hours when necessary  
Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off  
Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures  
Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned  
Advise the headteacher/Premises Manager on all matters relating to school security and safety

## **Health and safety**

Ensure a safe working and learning environment in accordance with relevant legislation  
Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to Premises Manager  
Provide safe access to the school in cold weather conditions

## **Responsibilities**

Be committed to the safeguarding and promotion of the welfare of children and young people  
Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person  
Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment  
Contribute to the overall ethos/work/aims of the school  
Establish constructive relationships and communication with all staff and other agencies/professionals  
Recognise own strengths and areas of expertise and use these to advise and support others  
Participate in training and other learning activities and performance development as required  
Ensure that cleaning staff carry out their duties professionally and effectively

## **Other areas of responsibility**

Liaison with lettings and contractors.

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Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Premises Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

### Person specification

CRITERIA	QUALITIES
<b>Experience</b>	Caretaking Building maintenance Security, including alarm systems Cleaning work Some DIY Working in a team
<b>Skills and knowledge</b>	Good knowledge of health and safety regulations Ability to work flexibly, independently and as part of a team Basic DIY skills Ability to plan, organise and prioritise
<b>Personal qualities</b>	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Embraces change well Deals with difficult situations effectively Able to work flexibly and out of school hours as required
<b>Physical requirements</b>	Be reasonably fit to carry out the duties of the job Able to carry out some manual handling and lifting Able to carry out work at high levels using appropriate equipment

#### Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact Joyce Moncur, School Business Manager on 02086931050