



Job Profile

Job Title:	Assistant Premises Officer
Salary:	Grade 5
Post Name:	Assistant Premises Officer
Key Base:	Broom Leys Primary School <i>With the flexibility to work in other schools within the MAT as required.</i>
Hours:	37 hours per week, year round
Responsible to:	<ul style="list-style-type: none"> • Site Manager and Headteacher
Core Purpose:	<p>To develop everyone’s potential academically, socially, morally, spiritually and emotionally in a stimulating and challenging environment in order to educate student who can think independently, behave responsibly and continue to learn successfully.</p> <p>To positively support the development of Site facilities and provisions and the whole school in accordance with the Improvement Plan.</p>
Job Purpose:	To contribute to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds, which ensures that pupils/students have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities.

Continues overleaf:

MAIN DUTIES AND RESPONSIBILITIES:

To work under the direction of the Site Manager and, on occasions, under the direction of a senior member of staff, be requested to cover for the Site Manager in his/her absence.

1. Security of Premises and Contents

- To be a key holder and to open the grounds and school buildings and unset alarms in accordance with laid down schedules and one off bookings (lettings), to ensure that lessons and other activities are able to take place at the specified times.
- To lock school doors and gates and set alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.
- To carry out emergency security repairs where possible or contact the appropriate contractor where necessary.
- The Site Manager should be notified of any equipment being removed from the premises.

2. Buildings

- To undertake routine cleaning, including the dining hall and cleaning which is a result of and spillages and other accidents and in absences of cleaning staff, to ensure that the school is a clean, safe, healthy and comfortable place for pupils, staff and other users to work in or use.
- To undertake a programme of general maintenance work as directed and related to personal skills (eg plumbing, electrical) ensuring that the school is maintained in a state of good repair on a cost effective basis.
- To undertake minor repairs and maintenance on an 'as and when necessary basis' eg changing plugs, replacing light bulbs, repairing door handles, to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption.
- To undertake cleaning during school closures including floor polishing and cleaning walls, ensuring that the school is clean, safe, healthy and comfortable for pupils, staff and other users to use.

3. Grounds Care

- Undertake clearing of paths, drains, gullies and car park.
- Undertake litter picking and other tasks associated with maintaining the grounds in a clean and tidy state for students, staff and other users.
- Empty litter bins and ensure the dustbin area is kept clean and tidy.
- During inclement weather conditions ensure that pathways are kept clear of snow and frost and are gritted as necessary.

4. Electrical Installations

- Replace bulbs/shades where accessible.

- Replace tube, starter, shade (not sealed units), where practicable.
- Replace, re-fuse or fit plugs (after training).
- Inspect electrical fittings and arrange for Contractor to deal with any defects.

5. **Heating Systems**

- To undertake checks of the boilers in accordance with laid down schedules and to take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible, to enable lessons and activities to take place without disruption and to avoid cancellations.
- Ensure that recommended temperatures are maintained or contact the appropriate contractor if unable to do so.
- To know the location of main stop cocks and valves, and mains electricity breakers.
- To ensure proper safety precautions are observed in the boiler house.

6. **Emergencies**

- In the absence of the Site Manager deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaise with contractors as necessary.
- Liaise as necessary with Emergency Services including calling in Emergency Services as required.

7. **General** (*This could involve some heavy lifting*)

- To assist with the distribution of deliveries of orders to ensure that supplies and equipment required by students and teachers and other staff are available when needed.
- To lay out the hall and other rooms as requested to ensure that lessons and activities can take place without disruption or delay.
- To move furniture and other items of equipment around the school as requested to enable lessons and other activities to take place without disruption or delay.
- Collect, wash and return laundry.
- Take down curtains and blinds, where applicable, for cleaning and rehang on return using approved equipment.

8. **Training**

- In consultation with the Site Manager, identify and undertake appropriate training and development.

9. **Health and Safety**

- To comply with Health & Safety legislation (including COSHH), school policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities.

- To report any breaches of safety regulations/policies or other safety concerns noticed to the Site Manager, to enable the school and school grounds to be safe and healthy places for students, staff and other uses to use.
- To carry out health & Safety Checks and report findings to the Site Manager.

10 Alarm Callouts

- To be a key holder and be available to respond to alarm calls out of school hours.

11 Other Duties

- Carry out lettings duties as required.
- Synchronise clocks, time switches etc.
- Any other duties reasonably required by the Headteacher / Site Manager.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- The nature of the work may involve the postholder carrying out work outside of normal working hours.
 - The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This Job Profile sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

The Apollo Partnership Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Potholder's signature:			
Printed:		Date:	
SLT signature:			
Printed:		Date:	