



Dream, Believe, Achieve ... The Ellistown Way

JOB DESCRIPTION

Job Title: Premises Officer

Grade: 7

Hours 30 hours per week 52 weeks per year

Responsible To: Head Teacher

**Key Relationships/
Liaison with:** Business Manager

Job Purpose: Contributing to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds which ensures that students have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities.

Knowledge and Skills: General knowledge of building cleaning and maintenance procedures and relevant skills.

The ability to undertake relevant training.

Be literate and numerate.

Understanding of Health & Safety issues with the requirement to have the relevant knowledge of current legislation.

MAIN DUTIES AND RESPONSIBILITIES:

1. 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.
2. Lock school doors and gates and setting 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.
3. To attend the premises when alarm is triggered, out of hours and liaise

with alarm company and or Police as necessary and ensure the premises are secure.

4. To undertake routine cleaning as a result of spillage's and other accidents to ensure that the school is a clean, safe, healthy and comfortable place for students, staff and other users to work in/use.
5. To monitor the work of the cleaning staff to ensure the work undertaken by them meets the standards in the contract specification to ensure that the school gets value for money, that the school is a clean, safe, healthy and comfortable place for students, staff and other users to use.
6. To undertake a long term programme of general maintenance, work as agreed with the Business Manager to ensure that the school is maintained in a state of good repair on a cost effective basis in accordance with the Schools Development Plan.
7. To undertake repairs and maintenance on an 'as and when necessary basis' to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption – or Following consultation with the Business Manager, arrange for repairs and maintenance work to be undertaken by external firms and contractors, securing the best prices and timescales available to ensure minimum disruption to lessons and activities and best value for the school.
8. To comply with Health and Safety legislation, 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. Report any breaches of safety regulations/policies or other safety concerns noticed to the Business Manager, to enable the school and school grounds to be safe and healthy places for students, staff and other uses to use.
9. 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.
10. To undertake 'litter picking' and other tasks associated with maintaining the grounds in a clean and tidy state for students, staff and other users.
11. 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.
12. To undertake working at height when cleaning internal and external windows and external guttering and other duties that may require working at height.
13. To 'lay out' the hall and other rooms as requested to ensure that lessons and activities can take place without disruption or delay.
14. 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.
15. To monitor stock levels of materials, order as necessary and store

appropriately to ensure that work can be carried out in accordance with laid down schedules and safety instructions.

16. To undertake the electrical testing of portable electrical appliances throughout the school in accordance with recommended procedures to ensure all equipment is safe.
17. To carry out letting duties as required, following agreed procedures to ensure that lettings can take place without disruption, delay or cancellation.

SPECIAL FACTORS:

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

- (a) The post holder 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 school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post 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 themselves justify a reconsideration of the grading of the post.

Leicestershire County Council 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 Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.



Dream, Believe, Achieve ... The Ellistown Way

PERSON SPECIFICATION

Job Title: Premises Officer

Grade: 7

	Essential	Desirable	How assessed
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Possession of an appropriate qualification (eg City & Guilds, G.NVQ) and/or skills (eg plumber, electrician, painter and decorator, builder). 		✓	App/Doc
<p><u>Experience</u></p> <ul style="list-style-type: none"> • An ability to undertake a range of general maintenance tasks and cleaning duties and to undertake more specialised maintenance work. 	✓		App/Int/ Ref
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • An understanding of the Health and Safety legislation (eg COSHH, Risk Assessments) 	✓		App/Int/ Ref
<p><u>Skills/Attributes</u></p> <ul style="list-style-type: none"> • Ability and willingness to undertake professional development. • Good interpersonal skills. • Empathy with children and young people. • Ability to work effectively as part of a team. 	✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref
<p><u>General Circumstances</u></p> <ul style="list-style-type: none"> • Attendance - evidence of regular attendance at work. 	✓		App/Ref/ Med

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓		App/Int
<p><u>Factors not already covered</u></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)