



St Mary's C of E (Aided) Primary School, Pulborough

Job Description

Post: Premises Officer
Salary Grade: Grade 5
Responsible to: School Business Manager.

Function & purpose:

To organise and carry out various maintenance duties. To ensure that the general upkeep and maintenance of the premises is to a very high standard. Working closely with the School Business Manager, will be required to oversee and monitor all maintenance work carried out at the school and to liaise with contractors as necessary. Ensure that there is adequate and effective security of the school and its property.

Duties:

Building Maintenance and Management

- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is to a very high standard. This includes duties set below:
 - Replace and/or repair window and door furniture and fittings.
 - Adjust, repair, replace and maintain all door closers and hinges.
 - Repair furniture, fixtures and fittings as required.
 - Repair or replace locks as necessary.
 - Replaster and paint damaged walls.
 - Touch up and make good paintwork as required.
 - Minor plumbing maintenance and repair work.
- To organise and carry out minor decoration programmes as agreed with the School Business Manager.
- To organise and carry out minor improvement work, e.g. erecting shelves, notice boards, bookshelves, etc. as agreed with the School Business Manager.
- To ensure that urgent minor repairs to the school's buildings are undertaken.
- To be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal hours.
- To assist the School Business Manager with the preparation of specifications, selection of tenders and the adjudication of tender bids for minor works
- To liaise with contractors working on site.
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess

for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.

- To advise the School Business Manager on matters relating to energy control and conservation.
- To maintain monthly records of services consumption, e.g. water, electricity and gas.
- To assist in the organisation, arrangements and monitoring of various related contracts eg window cleaning.
- To be responsible for systems of directions and signs throughout the premises.
- To carry out fire alarm tests as instructed by the School Business Manager and to maintain the appropriate records.
- To assist the School Business Manager/Headteacher in organising fire drills and procedures.
- To recommend to the School Business Manager programmes of site and/or buildings improvements.

Caretaking and Cleaning

- To ensure that high levels of cleanliness and hygiene are maintained with regard to buildings, external walkways, drives, playgrounds, bins, gullies, car parks, playing fields and gardens.
- To ensure that the pathways and other external surface areas are kept free of litter and weeds etc, and that they are gritted or salted when required during wintry conditions.
- To participate in the organisation and movement of furniture and equipment within the premises.
- To assist in ensuring the satisfactory receipt, distribution, collection and despatch of goods.
- To ensure the responsible operation, care and maintenance of all equipment and tools associated with caretaking, maintenance work and to ensure that proper safety standards and requirements are applied.
- To ensure in liaison with the School Business Manager, that all staff under the Premises Manager's control are instructed in Health and Safety at Work matters (including COSHH Regulations).

Security

- To maintain securely a full set of school keys and operate the school key register system.
- To recommend to the School Business Manager any suitable and appropriate improvements to the security of the building and to report any breaches of security.
- To security mark, as required by the School Business Manager, all items and equipment belonging to the school and to keep an up to date equipment inventory.
- To ensure adequate security of buildings and premises at all times.

- Should the security alarm system be activated out of school hours an outside agency contact named school personnel who are required to inspect inside and outside the building and reset the alarm. The Premises Officer is required to be a named school contact.

Health and Safety

- Liaise with the School Business Manager on any H&S concerns
- To ensure that all relevant H&S rules and regulations (including the WSCC code of Safe Working Practice for Caretaking Staff) are compiled with by all staff under the Premises Officer's Control
- To oversee and monitor the electrical testing of portable electrical appliances, electrical wiring testing, emergency lighting testing and to maintain the appropriate records
- To carryout water safety checks

Swimming Pool

- To assist the Pool Controller with the management and operation of the Swimming Pool.

School Activity Programmes

- To assist the School Business Manager with the management and operation of the lettings system
- To assist the Headteacher and staff in the co ordination of all uses of the school site
- To assist in the preparation of the premises for school events

Gardens and Grounds Maintenance

- To liaise with grounds maintenance contractors to ensure the premises are maintained to the required standard
- To liaise with the gardener on matters relating to gardens/flower beds not covered by the grounds maintenance contract

General

- To maintain all relevant logs, records and information
- To attend any relevant site meetings and premises development meetings
- To attend appropriate training courses
- To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school

Hours of Duty: Basic number of hours will be 25 hours per week.

Annual Leave: 23 days per year (pro-rata) (27 days per year after 5 years' service)

Additional Hours: By arrangement and consent with the Headteacher/School Business Manager.

Driving Licence: The post-holder will be required to have a full and current driving licence.

Confidentiality: The Premises Officer is required to respect the confidentiality of all matters relating to the school, pupils and staff.

Probationary Period: The post is subject to the satisfactory completion of a 6 months' probationary period.