

## Job Description

<b>Job Title:</b>	Premises Officer	<b>School Name:</b>	Mayflower Federation
<b>Grade and Range:</b>	Grade 5 – scp 6 - 13	<b>Hours:</b>	36 hours per week
<b>Reports to:</b>	The Headteacher or designated line manager	<b>Working Pattern:</b>	52 Weeks, All Year Round
		<b>Supervises:</b>	Cleaners

### Job Purpose

- To be responsible to Senior Leadership Team for the security, maintenance, heating and ventilation, Health and Safety and other general site services within in the school's establishments in order to ensure an optimum learning environment at all times.
- To provide access to the site and monitor and report on the performance of contractors supplying goods and carrying out services at the school's establishments.
- Ensuring that all school sites are maintained in a safe, clean and secure condition as required, and undertaking such tasks as may be necessary for effective site management.

### Main Responsibilities

- To be responsible for maintenance and upkeep of all buildings, grounds, equipment, fixtures and fittings within the schools establishments. To carry out specified minor maintenance work with appropriate training, tools and equipment. To undertake repairs, maintenance and decorating of premises, fixtures and fittings as required.
- To liaise with the Headteacher / School Business Manager (to ensure affordability), staff in the School and Education Department and external agencies on all aspects of maintenance.
- To be responsible for ensuring the safe operation of all mechanical, electrical and other potentially hazardous equipment, fixtures, substances and materials within the establishment. Ensuring the maintenance of Fire, First Aid and other emergency equipment, keeping accurate records in accordance with Health and Safety legislation.
- To supervise work of: Staff, casual and/or temporary staff and contract workers, including premises/cleaning to ensure maximum quality and value for money.
- To regularly monitor the cleaning of the premises as determined both by the contract and by the standards set by the client monitoring procedures. Expectations across all Federation sites are extremely high and must be maintained at all times.
- Monitoring of grounds and building maintenance contracts and other tendered out services as determined by both the contract and the standards set by the client monitoring procedures.

- Carrying out cleaning tasks not specified in the contract and to undertake major cleaning jobs required. To ensure that furniture and equipment is moved to allow the cleaning contractor to carry out (holiday) deep cleaning as scheduled.
- To develop and maintain appropriate manual records for maintenance and repairs, energy consumption, contents of the buildings ordering of stock and equipment including deliveries, Health and Safety and Security. To maintain and regularly update a furniture/ equipment/supplies inventory and to replace furniture, fixtures and fittings as required.
- To maintain an overview of the maintenance requirements of the site through periodic and planned inspections and to carry out regular maintenance and adjustments as necessary. To report all defects in respect of electrical and gas supplies, heating and ventilation plant equipment.
- To assist with carrying out regular checks and maintenance on all firefighting equipment, rectifying defects as necessary.
- To maintain appropriate and comprehensive records in support of all the areas of accountability set out in this job description (e.g. maintenance repairs Health and Safety incidents, security etc.). To provide regular oral and written reports to the Senior Team, Head teacher and Governors as requested.
- To supervise lettings when required and ensure that the school's facilities are not abused and are left in an appropriate state of cleanliness at the end of the letting period. To be responsible for setting out rooms according to users requirements as specified in Lettings procedures.
- Under direction of the Senior Leadership Team, to take all reasonable steps to maximise the safety of all users of the school. To be responsible for the overall security arrangements of the premises, including ensuring that staff are aware of the Authority's and School's procedures on security.
- To oversee car-parking arrangements and to be responsible for frontline security of the building. To ensure access to the school by contractors and other authorised personnel. To take delivery of all supplies and services provided to the site when directed.
- To act as key holder for the School where required ensuring as far as is practicable, that the security of the site is maintained at all times. To advise the Senior Team and/or other appropriate authorities (e.g. the Police), where any security breaches occur and to make recommendations for improvement and or prevention as and where necessary.
- To ensure, as far as is practicable, that appropriate Health & Safety procedures are observed by everyone who works at or visits the school site. To report and breaches of Health & Safety to the Senior Team. To provide advice and guidance to users of the site as required.
- To actively promote good relationships with parents and the local community.
- Ensuring adequate security arrangements are in place when office staffs are not available to receive visitors/workers.
- To carry out specified minor maintenance work with appropriate training, tools and equipment (e.g. weeding, planting, cutting the grass, watering, pruning, applying insecticides as appropriate, fixing up display boards and decoration of classrooms)
- To provide assistance with the setting up of rooms and hall equipment etc. as requested.
- To implement the Council/School's Equal Policy fully and to work actively to overcome and to prevent discrimination on grounds of race, sex, disability, sexuality or status in any part of the Council's services.
- Supporting the set up and organisation of cross-federation events (all premises staff are required to operate in a Federation multi-site environment)
- To carry out such other duties as maybe required to meet the needs of the school.

## General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

## To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

## Person Specification

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		<b>Essential (E) or Desirable (D)</b>	<b>How assessed (A / I / T)</b>
<b>Knowledge / qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same). Qualified to operate and manage a swimming pool (where applicable).</li> <li>▪ ONC, OND, Ordinary City &amp; Guilds or equivalent qualifications in relevant areas, recognised time served in building trade or apprenticeship or appropriate experience</li> <li>▪ Knowledge of Health and Safety regulations in relation to the post</li> <li>▪ Knowledge of the operation of heating, ventilating systems and common causes of malfunctions</li> <li>▪ Knowledge of basic supervisory skills</li> <li>▪ Knowledge of maintenance and security systems and procedures</li> <li>▪ Knowledge and understanding of appropriate cleaning methods and standards</li> <li>▪ Knowledge of the organisation and administration, aims and objectives of the school.</li> <li>▪ Knowledge of energy conservation measures</li> <li>▪ Basic understanding of school budgeting</li> <li>▪</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>Indicate how skill will be assessed either application form, at interview or tested.</p>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Considerable DIY experience at the level of minor maintenance.</li> <li>▪ Experience of overseeing other works ie contractors, cleaners etc, experience of undertaking responsibility for the care and maintenance of premises.</li> <li>▪ Considerable relevant experience preferably in a school environment.</li> <li>▪ Experience in building industry</li> <li>▪ Experience of administrative tasks and record keeping.</li> <li>▪</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	

<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"> <li>▪ Skills in plumbing, electrical work, carpentry/joinery, painting and glazing to competent DIY standard</li> <li>▪ Ability for some heavy lifting, physical fitness appropriate to tasks required</li> <li>▪ Ability to monitor and report on structural faults/repairs</li> <li>▪ Ability to monitor and order stocks of materials</li> <li>▪ Ability to work evenings and weekends on a regular basis, ability to deal with emergencies occurring outside normal working hours following appropriate procedures</li> <li>▪ Organisational skills to facilitate lettings</li> <li>▪ Ability to communicate and liaise effectively with persons at all levels and deal on a credible level with contractors.</li> <li>▪ Ability to manage staff and programmes of work and ability to organise one's own tasks with minimum supervision and to set and work to agreed targets</li> <li>▪ Ability to drive, having own transport</li> <li>▪ Ability to undertake annual testing of electrical equipment</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>▪ Emotional resilience in working with challenging behaviours.</li> <li>▪ Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>▪ The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

## Equal Opportunities

The Mayflower Federation is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.

## Safeguarding

The Mayflower Federation and Southwark council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure for this authority.

## Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

## Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.