



Application Pack for Appointment of Premises Officer

Timescale

Closing date: **27th May 2022**

Interviews: **w/c 6th June 2022** (or earlier if suitable applications are received)

How to contact us

Should you have any queries or wish to have an informal discussion about this post, please contact Annette Tomsett, Business Manager by email sbm@westgreenprimary.com

Please mark application 'Private and Confidential' and send it to:

Headteacher
West Green Primary School
West Green Drive
Crawley
West Sussex
RH11 7EL

West Green Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment.

The post is subject to an enhanced disclosure and barring (DBS) check in line with the school's policy towards safeguarding and promoting the welfare of children.

West Green is committed to equal opportunities; we welcome applications regardless of ability, age, gender, ethnicity, sexual orientation or religion.

JOB DESCRIPTION - PREMISES OFFICER

Location: West Green Primary School, West Green, Crawley, RH11 7EL

Grade: 4 (point 5) £19,650 plus Crawley Weighting allowance £561.00 per annum, pro rata for hours worked (£10.19 per hour)

Hours of Duty:

Basic number of hours will be **20 per week. (Year round)**

This will be a split shift of : 7am to 9am and 4pm to 6pm Monday to Friday.

The hours of duty will be in agreement with the Headteacher. (N.B. Hours of duty may have to be varied from time to time to meet the needs of the school). The nature of the post warrants the occupant being on call as required.

Annual Leave: 22 days per year (27 days per year after 5 years' service).

Annual leave may only be taken after prior consent and agreement of the Headteacher has been given.

Overtime: By arrangement and consent of the Headteacher.

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.

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Qualifications preferred:

- Previous school caretaking experience desirable but not essential.
- Maintenance qualifications desirable but D.I.Y abilities essential.
- Ability to use Microsoft office (emails, work, excel) essential.

Post accountable to: Head teacher/ School Business Manager

Post responsible for: Management and supervision of cleaning staff.

Other major contacts: Teaching and non-teaching staff, School Governors, Caretaking and Premises Support Service / Officers and Maintenance/Service Contractors working on site.

Grievance Officer: Line manager

Job Purpose:

The Premises Officer will ensure that the whole school environment and support services are maintained at a satisfactory and acceptable standard.

He/She will be required to oversee and monitor all maintenance work carried out at the school and to liaise with contractors as necessary.

He/She will ensure that there is adequate and effective security of the school and its property.

Duties

Building Maintenance and Management

1. 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.

2. To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.

This includes - but not limited to;

a) Replace and/or repair window and door furniture and fittings.

b) Adjust, repair, replace and maintain all door closers and hinges.

c) Repair furniture, fixtures and fittings as required.

d) Repair or replace locks as necessary.

e) Re-plaster damaged walls (small areas only).

f) Touch up and make good paintwork as required.

g) Minor plumbing maintenance and repair work.

External contractors can be called upon, by arrangement with line manager, to complete duties if additional expertise is required.

3. To organise and carry out minor decoration programmes as agreed with the Line-manager.

4. To organise and carry out minor improvement work, e.g. erecting shelves, notice boards, bookshelves, etc. as agreed with the Line- manager.

5. To ensure that either directly or by negotiation with contractors, urgent minor repairs to the school's buildings are undertaken.

6. To be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal hours.

7. To assist the Line-manager with the preparation of specifications, selection of tenderers and the adjudication of tender bids for minor works. (School projects).

8. To liaise with contractors working on site and to administer and record contractor compliance documentation.

9. To advise the Line-manager on matters relating to energy control and conservation.

10. To maintain records of services consumption, e.g. water, electricity and gas and to monitor usage of these, highlighting to line manager any usage concerns.

11. To assist in the organisation, arrangements and monitoring of various related contracts including window cleaning.

12. To be responsible for systems of directions and signs throughout the premises.

13. To carry out fire alarm tests as instructed by the Line-manager and to maintain the appropriate records.

14. To assist the Headteacher in organising fire drills and procedures.

15. To recommend to the Headteacher programmes of site and/or buildings

Improvements.

16. To provide, at regular agreed intervals, copies of works schedules, detailing all aspects of work, to line manager.

Caretaking and Cleaning

17. To ensure the maintenance of a satisfactory caretaking service at all times especially when the school is in use.
18. To ensure that the satisfactory levels of cleanliness and hygiene are maintained with regard to buildings, external walkways, drives, playgrounds, gullies, car parks, playing fields and gardens.
19. 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.
20. To participate in the organisation and movement of furniture and equipment within the premises.
21. To maintain stock and the ordering of caretaking and cleaning supplies and ensure that these are promptly and securely stored. Appropriate records/safety data sheets to be kept.
22. To ensure the responsible operation, care and maintenance of all equipment and tools associated with caretaking, maintenance work and cleaning and to ensure that proper safety standards and requirements are applied.
23. To ensure, in liaison with the Line-manager, that all staff under the Premises Officer's control are instructed in Health and Safety at Work matters (including COSHH Regulations).

Security

24. To ensure adequate security of buildings and premises at all times and to comply with any special security requirements as laid down from time to time by the Headteacher.
25. To maintain, securely a full set of school keys, and operate the school key register system.
26. To recommend to the Headteacher any suitable and appropriate improvements to the security of the building and to report any breaches of security.

Health and Safety

27. To advise the Line-manager on all relevant caretaking and cleaning Health and Safety regulations and to advise on any issues contravening or affected by those regulations and to have special responsibility for public safety, accident prevention, reporting and investigation, fire drills, alarms and/or systems.
28. To ensure that all relevant Health and Safety rules and regulations (including the W.S.C.C. Code of Safe Working Practice for Caretaking Staff) are complied with by all staff under the Premises Officer's control.
29. To report any contravention of Health and Safety Regulations by contractors (CDM Regulations) working on site that could be detrimental to the health, safety and well-being of pupils, staff and visitors.
30. To undertake safety audits of the premises including Risk Assessments as required.
31. To oversee and monitor the electrical (PAT) testing of portable electrical appliances and to maintain the appropriate records.

School Activity Programmes

32. To assist the Line-manager in conjunction with other staff in the co-ordination of all uses of the school site.
33. To assist in the preparation of the premises for school events, reception of visitors, car parking etc.
34. To liaise with the school meals service contractors in relation to their use of the site and provision of their service.

Gardens and Grounds Maintenance

35. To liaise with grounds maintenance contractors to ensure the premises are maintained to the required standard.

43. To organise and participate in the maintenance of the school gardens/flower beds not covered by the grounds maintenance contract.

General

44. To maintain and provide when required all relevant logs, records and information as required by the Line manager.

45. To be responsible in conjunction with the School Business Manager for the administration and control of the building maintenance, caretaking and cleaning budget, to assist in the achieving of appropriate financial targets and to warn of any potential situations that may have a significant effect on the budget. (The Headteacher will determine the spending limit authorisation of the Premises Officer and the procedures to be followed).

46. To attend meetings, training courses, study days and fire lectures as directed by the Line-manager.

47. To liaise with the management and instigate new systems and methods of working when required.

48. 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.

Organisation relationships

1. The Premises Officer is accountable to the Business Manager /Head teacher.

2. The Premises Officer is accountable to the Deputy Head teacher or other senior officer appointed by the Headteachers as appropriate.

3. The Premises Officer is responsible to monitor the cleaning of the school (through an external contract) and highlight any issues to line manager.

4. The Premises Officer will liaise with the WSCC Caretaking and Premises Support Services as required.

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