

Job Description Premises Officer

Job Title:	Premises Officer
Salary Arrangements:	Grade 4/5 £23,394 - £26,983
Responsible to:	Premises Manager
Responsible for:	Addington Valley Academy
Important relationships:	Pupils, Students and carers, other members of the teaching and non-teaching staff, suppliers, external staff including contractors.

Job Summary

The Premises Officer will work as part of the premises team at Addington Valley Academy with support from the OHC&AT Estates and Facilities team. The Premises Officer will work with the Premises Manager to ensure that the buildings and grounds are maintained to the highest possible standards and in line with the Estates and Facilities SLA. To be a fully participating member of the school and OHCAT community and take an active interest in the day to day running of the school site.

Principle Duties and Responsibilities

1) Management and Administration

- 1.1 Action tasks from the maintenance schedule in consultation with the Premises Manager and School Leadership Team.
- 1.2 Respond to all reasonable requests, commensurate with the role, as made by the Premises Manager and School Leadership Team.
- 1.3 Respond to help desk requests for maintenance and facilities issues.
- 1.4 With Premises Manager ensure that all compliance documentation relating to the premises is kept up-to-date at all times.
- 1.5 Be aware of the location of all stopcocks, gas and electricity metres. Maintain records of utilities, meter readings, health and safety, and all other scheduled maintenance checks as agreed with Premises Manager
- 1.6 Liaise with contractors and other professionals as directed by the Premises Manager.

1.7 Carry out minor maintenance work and repairs that do not require the employment of a contractor.

1.8 Carry out any minibus driving duties as required to support the delivery of the curriculum.

2) Health and Safety

2.1 Follow all aspects of the school's health and safety procedures.

2.2 Monitor all work carried out by cleaning staff ensuring that it is completed with due regard to health and safety policies and regulations.

2.3 Perform all duties taking into consideration site, premises and curriculum risk assessments.

2.4 Support termly emergency evacuation practices and keep appropriate records.

2.5 Using the OHC&AT SheAssure Health & Safety system, log health & safety concerns and liaise with the OHC&AT Health & Safety Officer to deal with emergency situations in accordance with the Trust's health and safety policy.

2.6 Deputise for the Premises Manager to carry out weekly fire alarm system testing, report defects to the Premises Manager and maintain appropriate records.

2.7 Ensure that all escape routes and potentially hazardous areas are kept free from obstruction

2.8 Ensure that all fire-fighting equipment is located, tested and results recorded, as regulations require.

2.9 Ensure that flammable materials for use around the site are safely stored, and advice is given on the storage of combustible materials.

2.10 Ensure that dangerous substances and equipment are used and stored safely.

2.11 Maintain playground areas and outdoor equipment, checking their condition weekly.

2.12 Organise removal of rubbish from the site as and when necessary.

2.13 Grit the premises in icy weather as per the health and safety policy.

2.14 Facilitate portable appliances testing by contractors annually.

2.15 Ensure appropriate legionella checks are carried out and recorded.

3) Security

3.1 Opening and closing, unlocking and locking of the school buildings including the locking of all windows and doors.

3.2 Alert the Premises Manager and the Senior Leadership Team to any risk to a breach of security.

- 3.3 As a key holder attend to all matters relating to the alarm system and key holder information: opening the school; disarming the alarm system; securing the school, including windows, exit doors and gates; re-arming the alarm system.
- 3.4 Checking and securing the school premises subsequent to out of hours' intruder alarm activation.
- 3.5 Responding to, and setting of, the school alarm, liaising with the police and Security Company
- 3.6 You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in the school holidays or weekends.
- 3.7 In partnership with all other members of staff, maintain the security of the school site by being vigilant with regard to visitors to the site and reporting any concerns to the Principal and Premises Manager

4) Services, Maintenance and Repairs

- 4.1 Report any defects of building, furniture, fittings and equipment via the Estates & Facilities Helpdesk or the Health & Safety reporting system SheAssure as required..
- 4.2 Ensure maintenance, repairs and inspections of equipment are conducted in accordance with OHCAT health and safety policy.
- 4.3 Ensure the correct signs are on display e.g. fire safety, first aid signs, health & safety.
- 4.4 Ensure that the premises are adequately heated and lit, appropriate to conditions. Monitor the building management system and take the necessary steps to ensure the most efficient operation use of the lighting and heating of the premises including maintenance and operation of the plant.
- 4.5 Undertake duties covering maintenance items and emergency repairs as agreed with the Premises Manager.
- 4.6 Undertake some external and internal redecoration to an agreed programme, including during the school holidays.
- 4.7 Maintain school vehicles to required standards including 12 week checks, servicing and MOTS.

5) Supervision of Contractors

- 5.1 Liaise with contractors to ensure they work within health and safety legislation ensuring safety of all persons using the school premises. Follow the OHC&AT Contractor sign in

procedures ensuring that the asbestos plan is made available to the contractors and that hot works permits are signed and approved where required.

5.2 Report any problems / concerns about the work of the contractors on site to the Premises Manager and ensure work carried out is of the required standard.

5.3 Ensure that risk assessments and method statements are available for all work on site.

6) Cleaning and Hygiene

6.1 Assist the Premises Manager to monitor work the external cleaning contractor.

6.2 Ensure that external rubbish is stored appropriately.

6.3 Ensure that of internal glass is cleaned and external glass at floor level.

6.4 Routinely clean light diffusers, (strip lights). The height limit is 11 feet from floor level.

7) Porterage

8.1 Move furniture and equipment as necessary / required in accordance with the principles of manual handling, sometimes with the help of mechanical aids e.g. trolley.

8.2 Help with porterage of deliveries to the site as appropriate, during on-site times.

8.3 Receive goods and supplies and take to the appropriate place for storage.

8) Site

9.1 Ensure the School playground is swept, pick up litter and be responsible for the removal of all debris from paths, play areas, flowerbeds and all entrances.

9.2 Snow clearing and salting as required.

9.3 Deal with the results of vandalism in collaboration with the Premises Manager

9.4 To remove graffiti where possible from all areas, windows and other surfaces as required.

9.5 Clean floors and/or furnishings after any sickness has occurred during the School day.

9.6 General supervision of the playgrounds and open areas surrounding the premises.

9) Professional development

11.1 Attend School INSET days.

11.2 Take an active part in identifying and working on one's own professional development needs.

10) Whole-School responsibilities

- 12.1 To have due regard for safeguarding and promoting the welfare of students and young people and to follow the child protection procedures adopted by the OHCAT and the School's safeguarding policies.
- 12.2 To follow all School policies, guidelines and procedures.
- 12.3 Offer the students an excellent model of good relationships, attitudes and behaviours.
- 12.4 To consider and promote environmental sustainability as part of all day to day School activities and procurement of products and services.
- 12.5 Participate in the performance management process agreed in School, in line with national guidelines.
- 12.6 To play a full and active part in the life of the School.

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General notes

(1) Job descriptions are to be reviewed annually.

(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.