

Job Description Premises Officer

Job Title:	Premises Officer
Salary Arrangements:	Grade 4/5
Responsible to:	Head of Estates & Facilities
Responsible for:	Orchard Hill College sites as required
Important relationships:	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 OHC&AT Estates and Facilities team. The Premises Officer is responsible for seeing that the college 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 Orchard Hill College community and take an active interest in the day to day running of our College sites.

Principle Duties and Responsibilities

1) Management and Administration

- 1.1 Be responsible, on an annual basis, for planning and managing a maintenance schedule in consultation with the Head of Centre, Senior Premises Officer and OHC&AT Head of Estates & Facilities.
- 1.2 Respond to all reasonable requests, commensurate with the role, as made by the Head of Centre, Senior Premises Officer and OHC&AT Head of Estates & Facilities.
- 1.3 Submit help desk requests for maintenance requisitions in consultation with the Senior Premises Officer, only ordering materials within budget guidelines.

- 1.4 With Senior Premises Officer ensure that 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 the Senior Premises Officer.
- 1.6 Liaise with contractors and other professionals as directed by the Senior Premises Officer.
- 1.7 Log, monitoring and reporting any defects in the school buildings via the Estates & Facilities Helpdesk. Liaise with Senior Premises Officer and Estates Assistant to arrange for repairs and works to be carried out by external contractors when required.
- 1.8 Carry out minor maintenance work and repairs that do not require the employment of a contractor.
- 1.9 Carry out any minibus driving duties as required to support the delivery of the curriculum.

2) Health and Safety

- 2.1 Implement all aspects of the school's health and safety procedures as documented. Support the annual Health & Safety Audit and associated actions in a timely manner seeking the support of the OHC&AT H&S Officer and the Estates and Facilities team as required.
- 2.2 Ensure that all work carried out by cleaning staff is completed with due regard to health and safety policies and regulations.
- 2.3 Carry out a risk assessment of the site and keep appropriate records.
- 2.4 Carry out regular emergency evacuation practices (at least termly) and keep appropriate records.
- 2.5 Using the OHC&AT SheAssure Health & Safety system, log, action and carry out accident investigation and emergency actions. 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 Test the fire alarm system weekly, ensuring that any defects are dealt with, and keep accurate 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 Ensure that all portable appliances are tested annually or when any changes are made.
- 2.15 Ensure appropriate legionella checks are carried out and recorded (appropriate training will be provided).

3) Security

- 3.1 Opening and closing, unlocking and locking of the College buildings including the locking of all windows and doors.
- 3.2 Alert the Head of Centre and the Head of Estates & Facilities to any risk to a breach of security.
- 3.3 As the key holder and as first point of contact, attend to all matters relating to the alarm system and key holder information: opening the College centre; disarming the alarm system; securing the school, including windows, exit doors and gates; re-arming the alarm system.
- 3.4 Checking and securing the College 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 Maintenance and perusal of CCTV equipment when necessary
- 3.7 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 College holidays or weekends.
- 3.8 In partnership with all other members of staff, maintain the security of the College site by being vigilant with regard to visitors to the site and reporting any concerns to the Principal and Head of Estates & Facilities.
- 3.9 Maintain a key/fob register for the site. Ensure all keys and fobs issued are signed for by staff. Document a locking and unlocking plan for the site and communicate to keyholders.

4) Services, Maintenance and Repairs

- 4.1 Oversee, with the Principal and members of OHC&AT Estates and Facilities team, the maintenance and development of the College site, buildings and utilities.
- 4.2 Report any defects of building, furniture, fittings and equipment via the Estates & Facilities Helpdesk or the Health & Safety reporting system SheAssure as required..
- 4.3 Ensure maintenance, repairs and inspections of equipment are conducted in accordance with College health and safety regulations
- 4.4 Ensure the correct signs are on display e.g. fire safety, first aid signs, health & safety.
- 4.5 Ensure that the premises are adequately heated and lit, appropriate to conditions. Take the necessary steps to ensure the most efficient operation and use of the lighting and heating of the premises including maintenance and operation of the plant.
- 4.6 Undertake duties covering maintenance items and emergency repairs as agreed with the Senior Premises Officer, contacting the Estates and Facilities Helpdesk to engage contractors etc. for tasks requiring specialist skills and keeping relevant records.
- 4.7 Undertake some external and internal redecoration to an agreed programme, including during the College holidays.
- 4.8 Ensure replacement of fluorescent tubes, bulbs, shades, diffusers and starters as required, using appropriate access equipment.
- 4.9 Ensure minibuses are maintained to required standards including 12 week checks, servicing and MOTS.

5) Supervision of Staff / Contractor

- 5.1 Liaise with and ensure that staff / contractors 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 staff / contractors on site to the Head of Estates & Facilities 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 and that letters to proceed are issued on behalf of the College by the Estates and Facilities team.

6) Cleaning and Hygiene

- 6.1 Responsible for assisting, when necessary in the day-to-day work of any cleaners employed by the College and liaise with the external cleaning contractor.

- 6.2 Ensure that external rubbish is stored appropriately.
- 6.3 Ensure the College playground is swept, pick up litter and be responsible for the removal of all debris from paths, play areas, flowerbeds and all entrances.
- 6.4 Overseeing additional cleaning that is not covered by the in-house cleaning team, e.g. arrange window cleaning. Ensure that of internal glass is cleaned and external glass at floor level.
- 6.5 Replenishment of paper products in toilets.
- 6.6 Routinely clean lampshades and light diffusers, (strip lights). The height limit is 11 feet from floor level.
- 6.7 Meet the cleaning contractor on a monthly basis with the Senior Premises Officer to review the quality of cleaning against agreed schedules. Arrange for periodic deep cleans to be carried out during the holidays in line with the frequency agreed in the cleaning contract. Report any concerns relating to ongoing quality assurance of cleaning contracts to the Head of Estates and Facilities.

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.
- 8.4 To arrange for the disposal of redundant furniture and equipment as agreed with the Principal.

8) Site

- 9.1 To ensure that playgrounds, paths and driveways are in a satisfactory condition.
- 9.2 Snow clearing and salting as required.
- 9.3 Deal with the results of vandalism, advising the Head of Estates and Facilities on any necessary preventative measures or repair work.
- 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 College day.
- 9.6 General supervision of the playgrounds and open areas surrounding the premises.

9) Heating and Lighting

- 10.1 The switching off of all lights and appropriate electric plug sockets.
- 10.2 Ensure that all lights and heating are working effectively.
- 10.3 Monitor and setting of heating controls and boilers and control the level of heating and ventilation as required by the College.
- 10.4 Ensure that the boiler house is tidy and that no flammable material is stored there.
- 10.5 Using appropriate PPE, replace, repair fluorescent tube and fluorescent tubes up to a height of 11 feet.
- 10.6 Ensure PAT testing of all electrical equipment and that they are labelled accordingly – check this is done annually.

10) Professional development

- 11.1 Attend College based in-service training.
- 11.2 Deliver in-service training to colleagues as appropriate.
- 11.3 Take an active part in identifying and working on one's own professional development needs.

11) Whole-College 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 College's safeguarding policies.
- 12.2 Maintain good order among students and safeguard their health and safety.
- 12.3 To follow all College policies, guidelines and procedures.
- 12.4 Offer the students an excellent model of good relationships, attitudes and behaviours.
- 12.5 To consider and promote environmental sustainability as part of all day to day College activities and procurement of products and services.
- 12.6 Participate in the performance management process agreed in College, in line with national guidelines.
- 12.7 To play a full and active part in the life of the College.

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(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.