

JOB DESCRIPTION

Senior Premises Officer

Reports to: Head of Estates and Facilities

Grade: PO2

GENERAL PURPOSE OF THE JOB

1. Provide oversight and management of the estates and facilities for a group of schools in Surrey and Sussex.
2. Support teaching and learning by ensuring that OHC&AT buildings and grounds are maintained to a high standard.
3. Manage Trust contracts in collaboration with local premises staff including cleaning, catering, fire safety and security.
4. Work with the Head of Estates & Facilities, the Estates Administration team and local premises staff to plan and carry out routine maintenance, minor repairs and refurbishment.
5. Ensure that quotes are obtained for all maintenance and projects ensuring that finance regulations are followed. Prepare budget panel requests, value for money forms and liaise with the procurement team where tenders are required.
6. Provide cover for other Senior Premises Managers as required.
7. Carry out compliance audits across the Trust in conjunction with other Senior Premises Managers.

Premises Management:-

1. To use skills to undertake minor carpentry, plumbing, redecoration and improvement tasks.
2. To ensure the efficient day-to-day running and maintenance of our school sites. Considering environmental sustainability and best value when carrying out works.
3. To assist with the planning of the work of the Premises Managers in maintaining a preventative planned maintenance programme, which will include regular inspection and assessment of buildings, fixtures, furniture and grounds to monitor safe working practices.
4. To carry out duties in line with OHC&AT Policies including the Health & Safety Policy and the Fire Policy as necessary.

5. To advise on Health and Safety at Work, responding to queries and questions from staff members and liaising with appropriate agencies. To ensure own Health and Safety knowledge is updated.
6. To maintain high standards of hygiene.
7. To ensure a safe environment for staff, students and visitors to Trust sites, undertaking safety audits, compliance checks and assisting with risk assessments as necessary.

Management

1. To supervise the Premises team, taking responsibility for managing performance, induction, absence.
2. To deputise for the Head of Estates & Facilities and Senior Premises Managers.

Building Management

1. Ensure that key holder details (on call lists) are regularly reviewed to enable effective building security, opening and closing of OHC&AT buildings. Maintain records of locking and unlocking procedures for each site.
2. To ensure all sites including premises, furniture and fittings and grounds are maintained to a high standard
3. To be aware of, and current on, legislation pertaining to fire safety, legionella and asbestos.
4. To supervise and monitor contractors in their work, having regard to Health and Safety policy and Construction Design Management regulations.
5. To advise on matters relating to sustainability, energy management and conservation.
6. To monitor the Asbestos Register and ensure contractors sign to confirm awareness before commencing works.

Administration

1. Under the direction of the Head of Estates and Facilities and/or Head teacher/Head of Centre, to obtain quotes from external contractors.
2. Oversee all surveys including DfE condition surveys and condition surveys arranged by OHCAT.
3. Provide a training programme for premises staff including access to Educare training and external training providers including manual handling, legionella management, COSHH and ladder training.
4. To support regular Health and Safety inspections and risk assessments carried out by the Trust's Health & Safety team and insurers.

Other responsibilities

1. To regularly discuss and agree priorities with the Head of Estates and Facilities and Principal in order to ensure the efficient and smooth running of the premises.
2. To ensure the fleet is managed in line with legislative requirements including servicing, MOTs, and Permit 19 checks.
3. To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
4. To participate in training and other learning activities as required
5. To establish constructive relationships and communication with contractors and other agencies/professionals.
6. To treat all users of the College and Academies with courtesy and consideration.
7. To present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all.
8. To carry out other duties, commensurate with the post, which from time to time may be necessary for the good of Orchard Hill College and Academy Trust.

NAME:	
SIGNATURE:	
DATE:	

PERSON SPECIFICATION

Education, Training and Work Qualifications

1. Recognised training/qualifications associated with caretaking/DIY activities desirable.
2. Driving licence (all new appointments will be required to have a clean, valid driving licence).
3. Valid MIDAS training to coaching level (training available)
4. To hold or be willing to work towards the Institute of Work Place Management qualification in facilities management.
5. To hold or be willing to work towards NEBOSH or IOSH qualification.

Knowledge

6. Knowledge of basic site maintenance and good practice in building services.
7. Experience of managing Building Management Systems.

Skills and Abilities

8. Proven experience of managing a team
9. Ability to plan and prioritise a range of regular and irregular tasks, and ability to analyse tasks and how they may best be achieved.
10. Good oral and written communication skills.
11. Ability to relate in a friendly way with a wide range of personalities.
12. Contract Management

Relevant Experience

13. Experience in building maintenance work
14. Experience of supervising staff
15. Experience of driving minibus up to 17 seats (desirable)
16. Experience in an educational environment (desirable)

Other Requirements

17. Ability to comply with OHC&AT policies e.g. Safeguarding, Equality & Diversity, Health & Safety.
18. Ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items.
19. Able to work as part of a team; be adaptable and supportive of colleagues.
20. Ability to interact with learners sensitively and flexibly