



Job Title: Premises – Level 2B

Grade: F

1. Key Purpose of Job

Under the instruction/guidance of appropriate senior staff, provide maintenance, security services and co-ordinate Health & Safety and general caretaking across the school site

2. Key Duties

SECURITY

- To undertake the opening and closing of School buildings at the appropriate times
- To assist with regular security checks
- To monitor fire safety equipment and carry out fire drills
- To monitor CCTV or surveillance equipment where appropriate
- To operate and respond to alarm systems where appropriate
- Liaise with police, security and surveillance contractors
- To provide emergency access to school site
- Supervise traffic movement on restricted areas

MAINTENANCE

- To undertake appropriate repairs, e.g. redecorating and fixing
- To undertake minor/simple repairs
- To assist with preventative planned maintenance programme in respect of buildings, etc. and grounds, and ensure repairs are carried out satisfactorily in conjunction with the Business Manager
- To operate and maintain heating plant, cooling and lighting systems
- To maintain a safe and clean external environment, e.g. gritting
- To report faulty equipment and other maintenance requirements to appropriate person

CARETAKING

- To collect and assemble waste for collection

- To ensure appropriate levels of heating and lighting
- To oversee and monitor electrical testing of appliances and maintain appropriate records
- To cover lettings and to provide emergency access to the school site as required
- To ensure the School site is free of litter and obstructions
- To provide portorage of furniture, deliveries as required
- To order cleaning materials and other consumables
- To set out rooms as required
- To liaise with contractors, arranging access etc
- To provide access and set out equipment for lettings and out of hours' use if required
- To ensure School meters are read appropriately
- To undertake emergency cleaning as required
- To co-ordinate deliveries to the school site
- To undertake regular site inspections with the School Business Manager
- To identify defects and record repairs and maintenance requirements
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SUPERVISION/MANAGEMENT

- Check and allocate work of assistant caretaker and cleaning team
- Carry out Health & Safety Inductions
- Report accidents and incidents to relevant body

GENERAL

- To attend meetings as required
- To complete necessary paperwork in connection with the role
- To undergo designated training
- To comply with all health and safety requirements and wear appropriate clothing as required
- To monitor and manage stock
- To carry out any other duties that the School Business Manager or Headteacher may reasonably request within the grade of the post

RESOURCES

- To undertake safety audits of premises and assist with relevant risk assessments as required
- To be responsible for maintaining records, information and data, producing analysis and reports as required

GENERAL

- To attend meetings as required
- To complete necessary paperwork in connection with the role

- To undergo designated training

Considerable importance is attached to the public relations aspects of this role. The Premises Officer will at all times project to the public the image of the school as being anxious to assist wherever possible and positively promote the various services of the school. Good professional conduct is expected at all times. The Premises Officer will need to gain enhanced DBS clearance. The Academy expects all its employees to have a full commitment to the Academy's Equal Opportunities Policy and to accept personal responsibility for its practical application. Discrimination is eliminated in the service of the Authority.

Commitment to Safeguarding Children

Everyone who works at St. Margaret's Academy has a responsibility:

- To promote safeguarding and ensure the welfare of children.
- To understand school policy and procedures for Child Protection.
- To understand the signs and symptoms of abuse by completing relevant courses.
- To report all causes for concern to the Designated Safeguarding Lead (Sara Pike) or Headteacher.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor
- To carry out risk assessments in consultation with the teaching staff prior to activities.
- To promote learning opportunities that raise pupil awareness of how to keep safe.

Signature of employee

Signature of Headteacher

The details within this job description reflect the content of the job at the time it was created. At some point in the future, some duties may no longer be required and other duties may be gained without changing the general nature of the post or level of responsibility entailed. The Headteacher may revise the job description from time to time and consult with the post holder at the appropriate time.