



# Job Description

## Assistant Premises Officer

### Responsible to:

The Site Manager, The Headteacher and the Governors

### Job Purpose:

To have an oversight of all aspects of the premises.

To contribute to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds.

To ensure that students and staff have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities.

To deputise for the Site Manager in their absence.

To work under the direction of the Site Manager and -

- To open the grounds and school buildings and 'unset' alarms in accordance with laid down schedules and lettings, to ensure that lessons and other activities are able to take place at the specified times.
- Lock school doors and gates and set alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.
- To attend the premises when the alarm is triggered out of hours and liaise with police as necessary to ensure the premises are secure.
- To undertake routine cleaning which is not undertaken by cleaning contractors or is required as a result of spillages and other accidents, to ensure that the school is clean, safe, healthy and comfortable place for students, staff and other users to work in or use e.g. clean internal glass, clean drains, gullies and hard play areas.
- To ensure that cleaning work undertaken by contract cleaners meets the standards in the contract specification, to ensure that the school gets value for money.
- To undertake a programme of general maintenance, work as directed and related to personal skills (e.g. plumbing, electrical) ensuring that the school is maintained in a state of good repair on a cost effective basis.
- To undertake minor repairs and maintenance on an 'as and when necessary basis' e.g. changing plugs, replacing light bulbs, repairing door handles, to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption.
- Replenishing toilet products including toilet rolls, paper towels, soaps, etc.
- To undertake the cleaning during school closures (e.g. floor polishing, cleaning walls, painting) ensuring that the school is clean, safe, healthy and comfortable for students, staff and other users to use.
- To comply with Health & Safety legislation, school policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any 'breaches' of safety regulations/policies or other safety concerns noticed to the appropriate person, to enable the school and school grounds to be safe and healthy places for students, staff and other uses to use.

- To undertake checks of the boilers in accordance with laid down schedules and to take any remedial action necessary or to report faults so that remedial action necessary or to report faults so that remedial action can be taken as soon as possible, to enable lessons and activities to take place without disruption and to avoid cancellations.
- Know the location of main stopcocks and valves and main electricity breakers.
- To undertake 'litter picking' and other tasks associated with maintaining the grounds in a clean and tidy state for students, staff and other users.
- Check emergency lighting and complete appropriate log sheets.
- To assist with the distribution of deliveries of orders to ensure that supplies and equipment required by students and staff are available when needed.
- To 'lay out' the hall and other rooms as requested to ensure that lessons and activities can take place without disruption or delay.
- To move furniture and other items of equipment around the school as requested to enable lessons and other activities to take place without disruption or delay.
- To monitor stock levels of materials, order as necessary and store appropriately to ensure that work can be carried out in accordance with laid down schedules and safety instructions.
- To carry out letting duties as required, following agreed procedures to ensure that lettings can take place without disruption, delay or cancellation.
- To be flexible and carry out reasonable overtime requirements including weekends.
- To complete appropriate records as requested e.g. heating/safety checks, audits and inventory.
- Management of the work database, Asset manager and also the BMS which manages the school heating requirements.
- Security checks including window and door checks, gates and alarms.
- With the Site Manager, responsible for weekly checks carried out on the minibus including cleaning as per the academy's minibus policy.

### **Special factors**

#### **Subject to the duration of the need, the special conditions below apply**

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The post holder may be required to undertake training, or attend meetings as required.
- The post holder may need to undertake other tasks not listed but which are commensurate with the grade.
- This post is subject to a DBS enhanced check.

### **Knowledge and Skills**

- General knowledge of building cleaning and maintenance procedures and relevant skills.
- The ability to undertake relevant training.
- Literate and numerate.
- Understanding of Health & Safety issues which would lead to a requirement to have knowledge of relevant legislation.
- Job descriptions may be amended after discussion with the postholder, but will be reviewed at the time of appraisal.