



Torridon Primary School

Job Description

Job Title:	Premises Officer	School Name:	Torridon Primary School
Grade and Range:	Scale 5	Hours:	FT (35 Hours p/w)
Reports to:	School Business Manager	Working Pattern:	All year round
		Supervises:	N/A

Purpose and context:	Ensuring that the school sites are maintained in a safe, clean and secure condition. Undertaking all tasks necessary for effective site management.
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Principle Accountabilities:

1. Ensuring all school buildings and grounds are cleaned to agreed standards and specifications, including:

- Personally undertaking agreed cleaning tasks not included in the school's cleaning specification
- Assisting in the maintenance of a litter free environment in accordance with the Code of Practice
- Arranging for emergency cleaning and removal of graffiti

2. Ensuring the maintenance of all school buildings, grounds and utilities and ensuring that any repairs are properly and promptly carried out, including:

- Operating an agreed programme of planned preventative maintenance
- Personally undertaking minor repairs and maintenance tasks which are within the postholder's competence and identified as such within the maintenance specification, arranging for other repairs to be carried out under the building maintenance contract, organising emergency response to vandalism damage
- In liaison with the Line Manager, arranging and overseeing alterations, redecoration, building and maintenance works and specialised repair work, and reporting on the progress made
- Ensuring maintenance of the heating systems, ensuring adequate levels are maintained and that frost protection system is operating as required for efficient maintenance of adequate heating and hot water provision
- Checking that the premises are at the correct temperature at designated times and that adequate hot water is available, monitoring and taking appropriate action where necessary
- Replacing fluorescent tubes, starters, diffusers, light bulbs and shades
- Ensuring drains and gullies are free flowing and clean
- Removing snow and other obstructions from main entrances, steps, paths etc maintaining adequate stocks of salt and sand
- Preventing unauthorised/unsafe parking on and around the school site.

3. Keeping all grounds and buildings secure, including:

- Acting as a key-holder and controlling site keys, routine and non-routine opening
- Liaising with security officers
- Reporting as appropriate any breaches of security and ensuring that any resultant damage is remedied properly and promptly
- Locking and unlocking internal and external doors as required, activating, de-activating and testing automated alarm and bell systems.

4. Undertaking various portering, administrative and letting duties, including:

- Undertaking/arranging for the safe storing and moving of items of furniture, equipment and provisions as required.
- Receiving and directing as appropriate all deliveries for the school, assisting in the reception and vetting of visitors, dealing with or referring enquiries as appropriate
- Maintaining stocks of materials, protective clothing and equipment as required
- Assisting in the agreed procedures relating to lettings/functions on school premises, and for their use as polling stations if applicable
- Delivering and collecting small items in the locality of the school
- Supervising all contracts on the school site as per contract standing orders.

5. Under the direction of the Facilities Manager, ensuring compliance with health and safety regulations concerning the cleanliness, security and maintenance of all school buildings and grounds, including:

- Ensuring compliance by periodic inspection of all areas
- Ensuring that appropriate signs and notices have been displayed
- Ensuring that hazards are removed
- Ensuring that fire exits are accessible and that fire fighting equipment is correctly positioned and serviced
- Ensuring that first aid equipment and supplies are correctly maintained and readily available
- Notifying appropriate agencies where there is a pest or vermin problem and dealing with the problem as directed

6. Keeping up to date with latest legislation

- Undertake training leading to relevant qualification/s [e.g. OND/HND] as principal site health and safety manager

7. Child protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Lewisham Safeguarding Children's Board and the school's safeguarding policy.
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<p>General Statements</p>	<ul style="list-style-type: none"> ▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders. ▪ Enactment of Health and Safety requirements and initiatives as appropriate ▪ All employees are required to declare any conflict of interest that may arise before or during their employment. ▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business. ▪ Undergo and meet school conditions for a satisfactory enhanced DBS check. ▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures. ▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Lewisham Safeguarding Children Board. ▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. ▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required.
<p>To contribute as an effective and collaborative member of the School Team</p>	<ul style="list-style-type: none"> ▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Contributing in meetings and being a supportive member of the school team.



Torrington Primary School

Person Specification

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		Essential (E) or Desirable (D)
Knowledge / qualifications:	▪ Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same).	E
	▪ ONC, OND, Ordinary City & Guilds or equivalent qualifications in relevant areas, recognised time served in building trade or apprenticeship or appropriate experience	D
	▪ Knowledge of Health and Safety regulations in relation to the post	E
	▪ Knowledge of maintenance and security systems and procedures	D
	▪ Knowledge of the organisation and administration, aims and objectives of the school.	E
	▪ Knowledge of energy conservation measures	D
	Experience:	▪ Considerable DIY experience at the level of minor maintenance.
	▪ Considerable relevant experience preferably in a school environment.	D
	▪ Experience in building industry.	D
Aptitudes, skills and competencies:	▪ Skills in plumbing, electrical work, carpentry/joinery, painting and glazing to competent DIY standard.	E
	▪ Ability for some heavy lifting, physical fitness appropriate to tasks required	E
	▪ Ability to monitor and order stocks of materials.	E
	▪ Ability to work evenings and weekends on a regular basis, ability to deal with emergencies occurring outside normal working hours following appropriate procedures	E
	▪ Ability to communicate and liaise effectively with persons at all levels	E
	▪ Ability to organise one's own tasks with minimum supervision and to set and work to agreed targets	E
	▪ Ability to drive, having own transport	D

<p>Special conditions:</p>	<ul style="list-style-type: none"> ▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2018 and a commitment to ensuring the health, safety and wellbeing of all children. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
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