

THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust



JOB DESCRIPTION

POST: Premises Officer

SALARY SCALE: LBR4, point 7-10 £29,145-£30,429 FTE

HOURS OF WORK: 36 hours per week, 52 weeks per annum
(7.00am-2.42pm including 30-minute unpaid break)

REPORTING TO: Premises Manager

PURPOSE OF THE JOB: To carry out a range of duties which contribute to the maintenance, repair and security of the academy's premises. To be a key holder for the academy premises/sites. To provide an efficient premises service.

MAIN DUTIES AND RESPONSIBILITIES

- To work cooperatively with the Premises Manager and other members of the team, as appropriate, to ensure that the building and grounds are maintained to expected high levels of cleanliness, hygiene, attractiveness of appearance and operational effectiveness
- Assist with secure opening up and lockdown arrangements at the beginning and end of the school day and other times as appropriate, including weekends and school holidays – including ensuring lights and all other electrical equipment are switched off at point of lock down
- Assist in the operation of fire and burglar alarms and key holder responsibilities
- Assist with regular security checks and promptly reporting any system failures
- To carry out general routine maintenance around the academy and to report all defects
- Operating standard equipment to carry out specific tasks, as directed
- Carrying out checks as per the maintenance schedule and directed by the Premises Manager
- Carrying out basic record keeping, as per agreed academy procedures
- To ensure all internal and external lights are in working order and to replace tubes, bulbs, etc where necessary
- Reporting to Premises Manager any faulty equipment or more technically-challenging maintenance requirements
- To assist with the supervision of the cleaning contractor and ensure that buildings are cleaned to a satisfactory standard, reporting to the cleaning supervisor any failings
- Assisting with the receipt, distribution, collecting and dispatch of goods – including arranging orderly and secure storage of supplies
- Assisting with the organisation and movement of furniture within the building
- Taking and reporting energy meter readings, as directed
- Sweeping all external areas, remove weeds, clean leaves and litter, keep drains and gullies clear and ensure that all external bins are emptied regularly
- Clear excess surface water from site and snow from paths as and when necessary. To ensure that the site meets with the health & safety requirements in these areas

- To ensure that during the school day, all toilets (both student and staff) are checked, replenished if necessary and tidied as required and, as statutory, after break and lunch times
- To set up and clear assemblies daily. To set up assembly room for study period daily. To set up and clear exam halls as required. To set up for various meetings as required.
- To carry out security duties during the time that the academy is let to external hirers. To ensure that all hirers adhere to the academy's lettings regulations and Health & Safety requirements and to report any issues to the Premises Manager and/or Head of Business Operations
- Flushing of water outlets during school holidays (to avoid risk of legionella).
- Minibus maintenance, including simple maintenance and safety checks, checking oil levels and Adblue and washer fluid, taking to garage for repairs and filling up with diesel when needed
- Occasionally carry out higher-level responsibilities in the absence of the Premises Manager
- Demonstrate a commitment to own continuing professional development, through participation in appropriate training
- Maintain awareness of and comply with all relevant academy policies –particularly any matters relating to confidentiality, safeguarding, health & safety or equal opportunities

HEALTH & SAFETY

Premises staff are expected to undertake bending, lifting and stretching in the course of their duties e.g. maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture. You are required to adhere to the requirements of the Health & Safety at Work Act, and to follow the academy's policies, procedures and/or guidelines, regarding COSHH, Working at Height, Manual Handling, and Ladder Safety using the correct PPE etc.

- You will be required to undertake the Institute of Occupational Health & Safety training
- To assist the academy in carrying out the above duties you will be required to attend regular mandatory and site-specific training sessions e.g. asbestos, legionella and COSHH and any other training as deemed appropriate by the Premises Manager
- Carry out weekly and monthly safety maintenance checks
- You are required to report any issues or concerns to the Premises Manager immediately

ADDITIONAL DUTIES

- Consistently role model the behaviour and conduct expected of students and where appropriate other members of staff
- Undertake any additional duties or responsibilities, commensurate with the scope and grade of the post, as reasonably directed by the Premises Manager, Head of Business Operations, Headteacher or SLT

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within The Palmer Catholic Academy. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

PERSON SPECIFICATION – PREMISES OFFICER

	Essential	Desirable
KNOWLEDGE/ QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to at least Grade C/4 GCSE Level or equivalent OR • Appropriate relevant facilities-based experience 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of facilities-based or other relevant work in an academy or other comparable organisation 	
SKILLS	<ul style="list-style-type: none"> • Good organisational, communication and interpersonal skills • Good level of technical competence in all areas relevant to the post • Understanding of and commitment to the Academy aims and the challenges and opportunities facing the academy • Understanding of the need for and commitment to work flexible and/or unsocial hours to fully meet the needs of the academy • Understanding of the need for and commitment to the importance of flexible working across the whole support staff team • Understanding of the need for and commitment to maintaining excellent attendance and punctuality 	First Aid at Work Certificate or a willingness to undertake training
ADDITIONAL FACTORS	<ul style="list-style-type: none"> • A positive attitude to work and life • Professional and friendly disposition • Honesty and Integrity • Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it • Hard-working, resilient and professional • Commitment to own continuing professional development and to supporting the continuing professional development of others • Be understanding and supportive of the moral and spiritual ethos of a Catholic Academy 	