



St Peter's Church of England Primary School Job Description

Title of Post	Premises Officer
Status of Post	Permanent
Salary Grade	7
Reporting to	Business Manager & Head Teacher
Responsible for	Cleaning Team

Job purpose	To manage the provision of high quality, cost-effective development, repair and maintenance, security and cleanliness of school premises and grounds which ensure that pupils, staff and other users have a comfortable, clean, safe, well maintained environment in which to work or otherwise use the school and its facilities.
Duties and responsibilities specific to the post	<ul style="list-style-type: none"> • To open the grounds and school buildings and 'unset' alarms in accordance with laid down schedules and 'one off' bookings (lettings), to ensure that lessons and other activities are able to take place at the specified times. • Lock school doors and gates and setting 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 alarm is triggered, out of hours and liaise with Police as necessary and ensure the premises are secure. • To undertake routine cleaning as a result of spillage's and other accidents to ensure that the school is a clean, safe, healthy and comfortable place for students, staff and other users to work in/use. • To undertake daily cleaning of allocated area within school. • To monitor the work of the cleaning staff to ensure the work undertaken by them meets the standards in the contract specification to ensure that the school gets value for money, that the school is a clean, safe, healthy and comfortable place for pupils, staff and other users to use. • To undertake a long-term programme of general maintenance work as agreed with the Business Manager to ensure that the school is maintained in a state of good repair on a cost effective basis in accordance with the Schools Development Plan. • To undertake minor repairs and maintenance on an 'as and when necessary basis' to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption – or • Following consultation with the Business Manager, arrange for repairs and maintenance work to be undertaken by external firms and contractors. • To undertake quarterly H&S Asbestos and Step-Ladder safety checks & COSHH monitoring checks. • To undertake monthly H&S water temperature checks and record. • To comply with Health and 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 Business Manager, to enable the school and school grounds to be safe and healthy places for students, staff and other uses to use.

	<ul style="list-style-type: none"> • 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 can be taken as soon as possible, to enable lessons and activities to take place without disruption. • To undertake 'litter picking' and other tasks associated with maintaining the grounds in a clean and tidy state for pupils, staff and other users. • To assist with the distribution of deliveries of orders, to ensure that supplies and equipment required by pupils and teachers and other 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.
Knowledge & Skills	<p>KNOWLEDGE AND SKILLS</p> <p>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.</p>

For this post an enhanced DBS check for a regulated activity (includes a barred list check) is an essential requirement.