



St Ursula's Convent School A Humanities College and Teaching School

TITLE : Premises Officer
SCALE : 6
RESPONSIBLE TO : Premises Manager

PURPOSE OF JOB

- To act as a key holder for the site, responding to any alarm call outs and maintaining security systems.
- To be responsible for ensuring the safe and efficient operation of premises, this includes the mechanical, electrical, heating services and all pool plant equipment.
- To organise and supervise the premises staff with regards to minor repairs and improvements to the site and buildings.
- To liaise, on site and carry out quality control with relevant contractors on all matters associated with the site.

The Governors of St Ursula's expect all employees to have a full commitment to the Council's Equal Opportunities Policy and an acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated within the service to staff, the students, their parents and carers.

MAIN TASKS & RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the school's mission, vision & strategic objectives.
- 1.2 To implement the school's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- 1.3 To participate in continuing professional development.
- 1.4 To implement the school's health & safety policies & practices.

2. In common with all support staff:

- 2.1 Participate in the school projects & tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the Campus.

DUTIES & RESPONSIBILITIES:

3. Particular to the post

- 3.1 To liaise with relevant contractors on site and carry out quality control and supervision when required.
- 3.2 Undertake a range of basic repairs and maintenance jobs including plumbing, carpentry, electrics, building works, decorating and portering, carrying out regular site checks, maintaining and updating software for building maintenance, asset registers etc
- 3.3 To record and monitor meter readings, water, gas and electric.
- 3.4 To have regular meetings and updates with the Premises Manager
- 3.5 To monitor and project the training needs of the premises team.
- 3.6 To maintain the fire and intruder alarm systems in full working order at all times. Testing different call points on a weekly basis and keeping a log.
- 3.7 To make sure the site is kept free of litter and other debris on a daily basis and supervises cleaning duties of other premises staff.
- 3.8 To monitor any daily damage or repairs needed to the whole site and take appropriate action.
- 3.9 To act as a main key holder, and monitor what staff is required to be in possession of certain keys.
- 3.10 To maintain all alarms and security systems maintaining close working relationships with clients and contractors for support.
- 3.11 To ensure the safe and efficient operation of premises including mechanical, electrical, heating and PE services.
- 3.12 To assist as required with the supervision of the premises during after hours use, including external lettings
- 3.13 To maintain relevant Health and Safety, Security, Contractor files etc
- 3.14 To check and keep consistent communication open to all relevant staff members via messages, emails and pigeon holes.
- 3.15 To be available and open site areas for relevant staff/activities at agreed times.
- 3.16 Generally making sure of a secure site, in always checking doors are locked, lights are off, windows secured, and all gates are secure and in working order.

General

1. Undertake other administrative duties, commensurate with the level of responsibility of the postholder.
2. To promote the Council's Equal Opportunities and customer care policies and Environmental Strategy in a manner compatible with the duties of the post.
3. Be familiar with and promote safeguarding requirements, demonstrating adherence to the school's safeguarding policy and Catholic ethos.
4. Undertake first aid and fire marshal training and perform duties as part of daily responsibilities

4. Working Arrangements

- ◆ Hours of work: 35 hours per week. Initially routine fixed daily start & finish times between 07:00 & 19:30 by agreement. Changes in working hours and / or additional hours to be negotiated based on the schools needs. This may, in the future, include split shifts (on a rota with other team members)
- ◆ Under exceptional circumstances, e.g. alterations in the school's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.
- ◆ This job description will be reviewed annually to ensure that it is an active description of the responsibilities & duties of the individual post holder & that these responsibilities & duties consistently match the needs of the school

PERSON SPECIFICATION

E = essential

D = desirable

Qualifications, Knowledge & Training

- E Knowledge of Health and Safety legislation and requirements
- E Training in relevant Health and Safety requirements
- D Sound training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same).
- D Knowledge of maintenance and security systems and procedures
- D Knowledge of mandatory checks necessary for a school site
- D Knowledge of procurement procedures for service level agreements
- D Understanding of appropriate cleaning methods and standards

Experience

- E Considerable general maintenance experience
- E Confident user of ICT
- E Setting up systems and procedures, complying with regulatory guidelines
- D Experience of working in an inner city school or educational establishment with young people
- D Experience in dealing with external contractors

Personal Skills, Abilities & Qualities

- E Excellent communication skills
- E Excellent telephone manner
- E Ability for some heavy lifting, physical fitness appropriate to tasks required
- E Ability to monitor and order stocks of materials

- E Ability to deal with emergencies occurring outside normal working hours
- E Ability to work as part of a team
- E Positive can do attitude