

**ST MARY'S CATHOLIC PRIMARY SCHOOL  
BOGNOR REGIS**

**PREMISES OFFICER**

**SECTION I**

Location:	Glamis Street, Bognor Regis. PO21 1DJ
Job Title:	Premises Officer
Grade:	West Sussex Grade 5
Qualifications preferred:	Previous school caretaking experience desirable but not essential. Maintenance qualifications are desirable but D.I.Y abilities essential.
Post accountable to:	School Business Manager
Post responsible for:	Management and supervision of cleaning staff
Other major contacts:	Teaching and non-teaching staff, School Governors, Caretaking and Premises Support Services Manager and Premises Support Services Officers and Maintenance/Service Contractors working on site.
Grievance Officer:	School Business Manager

## **SECTION II            Function or purpose**

The Premises Officer will ensure that the whole school environment and support services are maintained at a satisfactory and acceptable standard. He/She will be required to oversee and monitor all maintenance work carried out at the school and to liaise with contractors as necessary. He/She will ensure that there is adequate and effective security of the school and its property.

### **Duties**

#### **Building Maintenance and Management**

1. To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory. This includes duties set out in Appendices A, B and C and those set out below.
  - a) Replace and/or repair window and door furniture and fittings.
  - b) Adjust, repair, replace and maintain all door closers and hinges.
  - c) Repair furniture, fixtures and fittings as required.
  - d) Repair or replace locks as necessary.
  - e) Re-plaster damaged walls.
  - f) Touch up and make good paintwork as required.
  - g) Minor plumbing maintenance and repair work.
2. To organise and carry out minor decoration programmes as agreed with the School Business Manager.
3. To organise and carry out minor improvement work, e.g. erecting shelves, notice boards, bookshelves, etc. as agreed with the School Business Manager.
4. To ensure that either directly or by negotiation with contractors, urgent minor repairs to the school's buildings are undertaken.
5. To be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal hours.
6. To assist the School Business Manager with the preparation of specifications, selection of tenderers and the adjudication of tender bids for minor works. (School projects).
7. To liaise with contractors working on site.
8. To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
9. To advise the School Business Manager on matters relating to energy control and conservation.
10. To maintain weekly records of services consumption, e.g. water, electricity and gas.

11. To assist in the organisation, arrangements and monitoring of various related contracts including window cleaning.
12. To be responsible for systems of directions and signs throughout the premises.
13. To carry out fire alarm tests as instructed by the Headteacher and to maintain the appropriate records.
14. To assist the School Business Manager in organising fire drills and procedures.
15. To be responsible under the direction of the Caretaking and Premises Support Services Manager, and/or his Officers for the maintenance of the school swimming pool and for the maintenance of accurate records (where appropriate).
16. To recommend to the Headteacher programmes of site and/or buildings improvements.

### **Caretaking and Cleaning**

17. To assist the Headteacher with the interviewing, selection and appointment of cleaning staff (except where such staff are employed by a contractor).
18. To ensure that there is adequate supervision and training of cleaning staff, that the work is allocated fairly and that staff are redeployed as necessary to meet all the requirements of the school.
19. To ensure the maintenance of a satisfactory caretaking service at all times especially when the school is in use.
20. To ensure that the satisfactory levels of cleanliness and hygiene are maintained with regard to buildings, external walkways, drives, playgrounds, gullies, car parks, playing fields and gardens and ensure that all graffiti is removed promptly. (Note: See Section IV Hours of Duty).
21. To ensure that the pathways and other external surface areas are kept free of litter and weeds etc., and that they are gritted or salted when required during wintry conditions.
22. To participate in the organisation and movement of furniture and equipment within the premises.
23. To assist in ensuring the satisfactory receipt, distribution, collection and despatch of goods.
24. To supervise orders for caretaking and cleaning supplies, plant spares and to ensure maintenance of suitable records relating to these items.
25. To ensure the maintenance of adequate stocks of caretaking and cleaning materials.
26. To ensure the responsible operation, care and maintenance of all equipment and tools associated with caretaking, maintenance work and cleaning, and to ensure that proper safety standards and requirements are applied.

27. To ensure in liaison with the Headteacher, that all staff under the Premises Officer's control are instructed in Health and Safety at Work matters (including COSHH Regulations).

### **Security**

28. To ensure adequate security of buildings and premises at all times and to comply with any special security requirements as laid down from time to time by the Headteacher. N.B. When other staff have free access to the premises the Headteacher will lay down reasonable rules for observance by such persons for the security of the premises.
29. To maintain securely a full set of school keys and operate the school key register system.
30. To recommend to the School Business Manager any suitable and appropriate improvements to the security of the building and to report any breaches of security.
31. To security mark, as required by the School Business Manager, all items and equipment belonging to the school not supported by C&PSS.

### **Health and Safety**

32. To advise the School Business Manager on all relevant Health and Safety regulations and to advise on any issues contravening or affected by those regulations and to have special responsibility for public safety, accident prevention, reporting and investigation, fire drills, alarms and/or systems.
33. To ensure that all relevant Health and Safety rules and regulations (including the W.S.C.C. Code of Safe Working Practice for Caretaking Staff) are complied with by all staff under the Premises Officer's control.
34. To report the contravention of Health and Safety Regulations by contractors working on site that could be detrimental to the health, safety and well-being of pupils, staff and visitors.
35. To undertake safety audits of the premises including Risk Assessments as required by the Headteacher.
36. To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.

### **School Activity Programmes**

37. To assist the School Business Manager in the management, administration and operation of the lettings system.
38. To assist the School Business Manager in conjunction with other staff in the co-ordination of all uses of the school site.
39. To assist in the preparation of the premises for school events, reception of visitors, car parking etc.

40. To organise and administer the use and maintenance of all school vehicles, and to carry out driving duties when required by the Headteacher.
41. To liaise with the school meals service contractors in relation to their use of the site and provision of their service.

### **Gardens and Grounds Maintenance**

42. To liaise with grounds maintenance contractors to ensure the premises are maintained to the required standard.
43. To organise and participate in the maintenance of the school gardens/flower beds not covered by the grounds maintenance contract.

### **General**

44. To maintain all relevant logs, records and information as required by the Headteacher.
45. To be responsible in conjunction with the School Business Manager for the administration and control of the building maintenance, caretaking and cleaning budget, to assist in the achieving of appropriate financial targets and to warn of any potential situations that may have a significant effect on the budget. (The Headteacher will determine the spending limit authorisation of the Premises Officer and the procedures to be followed).
46. To be an ex officio member of the Governors Premises/Health & Safety Committee and to attend all appropriate meetings as instructed by the Headteacher.
47. To attend meetings, training courses, study days and fire lectures as directed by the Headteachers.
48. To liaise with the management and instigate new systems and methods of working when required.
49. To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.

### **SECTION III      Organisation relationships**

1. The Premises Officer is accountable to the Headteacher/School Business Manager.
2. The Premises Officer is accountable to the Deputy Headteacher or other senior officer appointed by the Headteachers as appropriate.
3. The Premises Officer is responsible for the management and supervision of cleaning staff.
4. The Premises Officer will liaise with the Caretaking and Premises Support Services Manager, Caretaking and Premises Support Services Officers.

### **SECTION IV**

Hours of Duty:	Basic number of hours will be between 15 and 17.5 per week (to include an element of cleaning time as determined by the Headteacher). The hours of duty will be in agreement with the Headteacher. (N.B. Hours of duty may have to be varied from time to time to meet the needs of the school). The nature of the post warrants the occupant being on call as required.
Annual Leave:	22 days per year (27 days per year after 5 years' service). Annual leave may only be taken after prior consent and agreement of the Headteacher has been given.
Overtime:	By arrangement and consent of the Headteacher.
Driving Licence:	The post-holder will be required to have a full and current driving licence.
Confidentiality:	The Premises Officer is required to respect the confidentiality of all matters relating to the school, pupils and staff.
Probationary Period:	The post is subject to the satisfactory completion of a 6 months' probationary period.

**Note: THIS POST IS SUBJECT TO AN "Enhanced Disclosure Barring System" (formally CRB) RECORD CHECK**

**St. Mary's Catholic Primary School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to relevant employment checks.**

## **PREMISES OFFICER RESPONSIBILITIES**

- To open school site at 6.45 a.m. each morning for the Breakfast Club, check school buildings, playgrounds and unlock all classrooms etc.;
- To walk around school field and clear any rubbish etc.;
- To secure school site at the end of the day, making sure all lights are turned off and individual classrooms locked, set alarm;
- To undertake the necessary fire alarm system checks and keep records up to date;
- To undertake water checks and keep records up to date;
- To supervise the heating systems and call in engineers as necessary;
- To do all minor maintenance works throughout the school, including changing lamps, basic plumbing etc.;
- To keep playground clear of rubbish, empty external bins and clear perimeter fence/wall area;
- To keep roof areas clear of balls and guttering free flowing;
- To maintain the outside Early Years area and outside KS1 area. (Sweeping up the sand daily and keeping small garden areas weed free);
- To clean daily the Reception/Office/Headteacher/Deputy/School Business Manager offices;
- To oversee current cleaning team and keep on task;
- To order the necessary cleaning products/toilet paper/hand towels etc. as required;
- To be responsible for the budget allowed for to purchase the above;
- To carry out maintenance requirements as necessary e.g. painting, shelving etc.;
- To maintain the condition of the floor in the school hall before school or after;
- To set up chairs etc. for assemblies as directed by teaching staff;
- To be available for deliveries if necessary;
- To move furniture if required by teachers;
- Any other task which might reasonably be expected as instructed by line – manager.