



Application Pack for Appointment of Premises Officer

Timescale

Closing date: 28th October 2022

Interviews: Early November 2022 (or earlier if suitable applications are received)

How to contact us

Should you have any queries or wish to have an informal discussion about this post, please contact Annette Tomsett, Business Manager by email sbm@westgreenprimary.com

Please mark application 'Private and Confidential' and send it to:

Headteacher
West Green Primary School
West Green Drive
Crawley
West Sussex
RH11 7EL

West Green Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment.

The post is subject to an enhanced disclosure and barring (DBS) check in line with the school's policy towards safeguarding and promoting the welfare of children.

West Green is committed to equal opportunities; we welcome applications regardless of ability, age, gender, ethnicity, sexual orientation or religion.

JOB DESCRIPTION - PREMISES OFFICER

Location: West Green Primary School, West Green, Crawley, RH11 7EL

Grade: 5 point 7 £20,444 plus Crawley Weighting allowance £561.00 per annum, pro rata for hours worked (approx. £10.60 per hour)

Hours: 20 per week, Monday to Friday, 52 weeks a year with 23 days paid annual leave

Working hours to be agreed with the successful candidate - consideration would be given to options of:

Just mornings 7am to 11am

or

Just afternoons 3pm to 7pm

or

Split shift 7am to 9am and 4pm to 6pm

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.

Qualifications - Essential:

- D.I.Y abilities
- Basic use of Microsoft office (emails, word)

Qualifications - Desirable:

- Previous school caretaking experience
- Knowledge of premises compliance

Job Purpose:

The Premises Officer will ensure that the whole school environment is maintained to a high 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 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.
2. To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.
3. To organise and carry out minor decoration programmes as agreed with the Line- manager.
4. To organise and carry out minor improvement work, e.g. erecting shelves, notice boards, bookshelves, etc. as agreed with the Line- manager.
5. To ensure that either directly or by negotiation with contractors, urgent minor repairs to the school's buildings are undertaken.
6. To be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal hours.
7. To liaise with contractors working on site and to administer and record contractor compliance documentation.

8. To maintain records of services consumption, e.g. water, electricity and gas and to monitor usage of these, highlighting to line manager any usage concerns.
9. To assist in the organisation, arrangements and monitoring of various related contracts including window cleaning.
10. To carry out fire alarm tests as instructed by the Line-manager and to maintain the appropriate records.
11. To assist the Headteacher in organising fire drills and procedures.
12. To recommend to the Headteacher programmes of site and/or buildings Improvements.
13. To provide, at regular agreed intervals, copies of works schedules, detailing all aspects of work, to line manager.

Caretaking and Cleaning

14. To ensure the maintenance of a satisfactory caretaking service at all times especially when the school is in use.
15. 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.
16. To participate in the organisation and movement of furniture and equipment within the premises.
17. To maintain stock and the ordering of caretaking and cleaning supplies and ensure that these are promptly and securely stored. Appropriate records/safety data sheets to be kept.

Security

18. 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.
19. To maintain, securely a full set of school keys, and operate the school key register system.
20. To recommend to the Headteacher any suitable and appropriate improvements to the security of the building and to report any breaches of security.

Health and Safety

21. 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.
22. To undertake safety audits of the premises including Risk Assessments as required.
23. To oversee and monitor the electrical (PAT) testing of portable electrical appliances and to maintain the appropriate records.

School Activity Programmes

24. To assist in the preparation of the premises for school events, reception of visitors, car parking etc.

Grounds Maintenance

25. To liaise with grounds maintenance contractors to ensure the premises are maintained to the required standard.

General

26. To maintain and provide when required all relevant logs, records and information as required by the Line manager.
27. To attend meetings, training courses, study days and fire lectures as directed by the Line-manager.
28. 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.