SELBY HIGH SCHOOL

A Specialist School for the Arts and Science

Job Description – Premises Officer

Title:	Premises Officer
Grade:	Grade CD
Responsible to:	Facilities Manager
Job purpose:	The Premises Officer assists the Facilities Manager in the safe and efficient running and maintenance of the school site, to ensure that it provides a welcoming, secure, safe and hygienic environment where inspirational teaching and learning can safely take place.

Main Activities

Security

- To ensure the security of the building and site, being responsible for unlocking and locking the school buildings at pre-determined times and undertaking daily security checks to identify any security risks.
- To set intruder alarms and other security equipment in accordance with the specified instructions.
- To act as a key holder, responding quickly to emergency call outs and liaise with police regarding out of hours emergency calls.
- To carry out emergency security repairs where appropriate.

Building and Grounds Maintenance

- Carry out routine, planned and emergency repairs and maintenance, as directed by the Facilities Manager.
- To pro-actively seek out faults and act upon day-to-day repairs and maintenance tasks reported by staff.
- To assist the Facilities Manager in keeping the school premises to the required operational standard and ensuring the good internal order of buildings and grounds including:
    - Painting and decoration.
    - Repairs to furniture and fittings.
    - Carrying out the operational maintenance of clocks and bells.
    - Liaison with contractors and LA officials as required.
    - Dealing with emergencies such as floods or break-ins and the winter treatment of paths, driveways and steps e.g. clearing snow and applying salt or grit.
    - Routine grounds maintenance activities (not otherwise undertaken by ground maintenance contractors) i.e. grass cutting, shrubbery trimming, leaf clearing, etc.
    - Maintaining heating systems and light sources as required.
- To monitor the movement and condition of furniture and assist the Facilities Manager in maintaining the school's inventory.

Cleaning

- To ensure outside areas are safe/clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions, e.g. snow.
- Undertake day to day and emergency cleaning duties including graffiti removal, litter clearing and spillages.
- Ensure that school signs, wooden fencing, outside doors, entrances and covered walkways are kept clean and unobstructed.
- Ensure any school vehicles are kept clean and in a good state of repair.

- Ensure that any cleaning materials used are appropriate to need, fit for purpose and used according to the manufacturers guidelines.
- Collect and assemble waste for collection.

Health & Safety

- To liaise with the Facilities Manager and the School Business Manager regarding health & safety matters of concern.
- Responsible for complying with instructions relating to safe working practices, including methods and procedures, wearing appropriate protective clothing, carrying out safety checks on all equipment, use and dilution of chemicals and COSHH.
- To assist the Facilities Manager in undertaking first-line monitoring of health and safety, including 'check logs' and immediate removal of hazards.
- Scheduled monitoring of hazards e.g. legionnaires testing as requested by the Facilities Manager.
- Undertake Working at Heights and Manual Handling annual training and any other training to support health & safety and wellbeing within the workplace.
- To be proactive in ensuring safety.

School Events & Lettings

- To liaise with the Facilities Manager and other identified staff to ensure appropriate arrangements are made for evening/weekend use of premises, including setting up rooms and furniture and ensuring they are in appropriate condition for next day school use.
- To undertake general portering duties to include moving furniture and equipment on site, setting up furniture for any school event and subsequently reassemble in readiness for the school day (for example assemblies, meetings and examinations).
- To monitor health and safety issues and ensure security when the premises are being used by outside agencies, at weekends or during the evening.

Order & Deliveries

- To co-ordinate and check the delivery of goods into the school, sign delivery notes and distribute goods to departments.
- To assist the Facilities Manager in ensuring stocks of essential items are preserved and that orders for materials and services are completed and dealt with in accordance with the school's procedures.

Emergency Procedures

- To respond to emergencies as appropriate.
- To support the control and coordination of emergency evacuation and fire drill procedures.
- To assist the Principal and senior staff with arrangements needed to close the school in the event of inclement weather.
- To ensure that pathways, entrances and parking areas are suitably treated in icy / snowy conditions and that checks are made to ensure the safety of staff and students as far as reasonably practicable, and in line with policies and procedures.

Conservation

- Proactively support conservation e.g. switching off lights when rooms are empty and encouraging recycling.
- Record meter readings.

Other Requirements

- To fulfil any necessary administrative tasks associated with the responsibilities of the post.
- Commitment to a friendly, welcoming approach.
- A sympathetic understanding of the role of a school and a determination to ensure maximum use of the school's premises.

- Good communication skills, both oral and written.
- Committed, self-motivated, observant, attentive to detail, enthusiastic and energetic.
- Honest and reliable.
- Ensure compliance with school's policies and ethos.
- Effective communication and engagement with children, young people and their families including establishing rapport and respectful, trusting relationships
- Highlight additional training and supervision needs to build on your skills and knowledge and to participate in necessary training and development and performance management processes within the school.

Safeguarding

- Completion of 'An Introduction to Safeguarding Children' via North Yorkshire Safeguarding Children's Board.
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
- Know how to obtain support and report concerns.
- Understand that different confidentiality procedures may apply in different contexts.
- Know how to obtain support and report concerns.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Equalities & Data Protection

- Ensure services are delivered in accordance with the aims of the Equality Policy Statement
- Develop own understanding of equality issues
- To comply with the County Council's and School's policies and supporting documentation in relation to data protection, information security and confidentiality.

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances as deemed necessary by the Principal. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Working arrangements for this post is based on a rota shift pattern which generally operates from 6.30 am to 8.00 pm Monday to Friday and also includes occasional Saturday morning working within the rota.

Person Specification – Premises Officer

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications & Training			
Good literacy and numeracy skills	X		Application
Health & safety training		X	Application
COSHH training		X	Application
Experience			
Experience of caretaking or premises management in a similar environment.		X	Application/ Interview
Experience of carrying out general maintenance & minor repairs	X		"
Working in an educational establishment		X	"
Skills & Knowledge			
Good DIY skills	X		Application/ Interview
Good ICT skills		X	"
Manual handling awareness		X	"
Good knowledge of health & safety within the workplace	X		"
Interpersonal Skills & Personal Qualities			
Excellent written and oral communication skills	X		Application/ Interview
Excellent interpersonal skills with a friendly approach	X		"
Effective organisational skills	X		"
Approachable and confident in dealing with a wide variety of people	X		"
Enthusiastic & self-motivated	X		"
Self-motivated with the ability to work alone and as part of a team	X		"
Ability to prioritise conflicting demands and pressures.	X		"
Flexible approach to working arrangements.	X		"
Other Requirements			
To be committed to the school's policies and ethos	X		Application
To be committed to Continual Professional Development.	X		"
Motivation to work with children and young people.	X		"
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		"
Equal opportunities			
To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery.	X		