

## **Job Description**

<b>DIRECTORATE:</b>	Education & Family Support
<b>DEPARTMENT:</b>	Primary School
<b>POST:</b>	Premises Officer
<b>GRADE OF POST:</b>	Grade 4
<b>RESPONSIBLE TO:</b>	Headteacher

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### **JOB PURPOSE:**

Under the direction of the Site Manager or Line Manager be responsible for the security of the premises and to assist with the maintenance of the premises, machinery, plant and equipment to ensure a safe working environment.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Carry out key holder duties and respond to emergency call outs. Lock and unlock school buildings and other areas.
- Carry out routine checks of site and report or escalate any issues to appropriate person.
- Check premises and facilities for cleanliness and undertake cleaning duties. Collect and assemble waste for collection.
- Assist with minor repairs and undertake basic maintenance tasks such as fitting shelves, display boards etc.
- Operate plant and equipment (boilers, lighting, water).
- Carry out grounds maintenance tasks such as leaf clearing, litter picking and maintaining hard paved areas. Treat pathways and steps with salt, grit and sand when required.
- Check on stock levels and order as required, soap, towels, toilet rolls etc.
- Undertake basic record keeping, e.g. Recording meter readings.

**GENERAL DUTIES**

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

**REVIEW DATE/RIGHT TO VARY**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

**CRIMINAL RECORDS CHECK**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

**PERSON SPECIFICATION**  
**Premises Officer**

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• A good standard of education or an ability to demonstrate competence through experience.</li> </ul>	(Yes)	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Previous handyperson / caretaking experience.</li> <li>• Understanding of basic maintenance work.</li> <li>• Knowledge of health and safety requirements.</li> <li>• Knowledge of moving and handling procedures.</li> </ul>	(Yes) (Yes)	Interview, application form and reference.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Willingness to gain knowledge of COSHH regulations and health and safety procedures.</li> <li>• Precision in operating tools, equipment and machinery.</li> <li>• Flexible and can respond to changing circumstances and requirements.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to communicate through the medium of Welsh</li> </ul>		Interview, application form and reference.