

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Schools
POST:	Senior Premises Officer
GRADE OF POST:	GR05
RESPONSIBLE TO:	Head teacher

JOB PURPOSE:

Under the guidance/instruction of the Site Manager or Line Manager provide maintenance and security services on school sites and premises.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Carry out key holder duties and respond to emergency call outs. Lock and unlock school buildings and other areas.
- Undertake regular premises/site inspections, identify and record repair and maintenance requirements.
- Carry out emergency and specialist cleaning tasks.
- Be responsible for a planned programme of maintenance or premises site, equipment, fixtures and fittings.
- Carry out minor repairs and cleaning duties where necessary.
- Operate and maintain heating, plant, and lighting systems.
- May supervise cleaning and/or other site staff and ensure staff work to agreed specifications.
- Facilitates and/or supervise contractors and monitor delivery against contract specification.
- Ensure all pathways and external hard areas are kept clean, free of litter and weed, pathways and steps salted and gritted when required.
- Collect and assemble waste for removal.
- Ensure stocks and material are ordered within agreed budgets
- Assist in undertaking safety audits and risk assessments

- Liaise with police, security and other agencies
- Inform Headteacher on matters relating to the premises and site.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

Review and 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 Bureau

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

Person Specification
Senior 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
Qualifications & Training	<ul style="list-style-type: none"> • A good standard of education or an ability to demonstrate competence through experience. 	(Yes)	Production of original qualification certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge of Health and Safety procedures • Knowledge of COSHH regulations • Knowledge of moving and manual handling procedures • Understanding of specialist equipment, plant and machinery • Experience of staff supervision • Previous caretaking/ site keeping in a school or similar environment. 	(Yes)	Interview, application form and references.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Precision in operating tools, equipment and machinery • Courteous at all times in dealing with others • Can plan and co-ordinate the work of self and others • Flexible and can respond to changing circumstances and requirements 		Interview, application form and references.

	<ul style="list-style-type: none">• Ability to communicate through the medium of Welsh		
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