



## Job Description

**Vacancy Reference No:**

<b>Job Title:</b>	Premises Officer	<b>Job Number:</b>	
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 5
<b>Location:</b>	Grangehurst Primary School		

**Job Purpose:**

To work with the School Business Manager (SBM) to ensure that premises and grounds are maintained, providing sound advice relating to the management and development of the premises. To lead on remedial action in relation to Health and Safety matters ensuring that maintenance and development complies with relevant regulations. To liaise with school staff, contractors and representatives of Coventry Council and to provide day to day supervision of site service staff.

**Main Duties and Responsibilities:**Janitor

1. Responsible for the security of the building and grounds, including routine and non-routine opening of the premises and setting of alarms. To be a primary key holder and to check, lock and unlock the building as required, ensure all windows, doors and gates are secured when building not in use.
2. Ensure the whole site is kept free of all litter, fallen leaves on pathways and veranda's and rubbish and daily emptying of litterbins.
3. Ensure necessary steps and precautions are taken to prevent delivery and other vehicles being driven over paths, grass or other unauthorised areas. Where possible, preventing trespass and unauthorised parking.
4. Be responsible for reporting and arranging all repairs and maintenance needs outside this job description, progress chasing and reporting on delays to the Head Teacher/SBM. Ensure that contractors on site do not cause a health and safety hazard or damage school property in any way and report any matters of concern or non-compliance with contract specification to the Head Teacher/SBM. Support the SBM in signing job completion and customer satisfaction notes, as required by the Council. Check that contractors vacate the site on completion and ensure the charges made are in accordance with agreed scheduled rates.
5. Inspect all play areas and equipment and remove any dangerous materials or objects daily and, as necessary, to ensure the safety of users and report where action is needed. Carry out

full weekly and monthly inspections of all outside play equipment and maintain appropriate records of inspections.

6. Check PE equipment regularly and move it when necessary. Report any damage to SBM/PE Co-ordinator.
7. Deal with instructions received regarding lettings, preparing for these activities and cleaning rooms at the end of all lettings.
8. Carry out monthly health and safety inspections connected with water management/hygiene (legionella) and maintain records of checks, arrange repairs and maintenance of the system including regular flushing of water pipes. Undertake the necessary training to do this.
9. Where applicable take delivery of materials and equipment, ensuring correct distribution and storage within the school and the movement of furniture and equipment within the school, as required.
10. Responsible for the operation of the heating, maintaining required temperatures and the availability of an adequate supply of hot water. Report any deficiencies to the Head Teacher/SBM. Ensure all lights and heaters are switched off after use.
11. Order, move, and arrange return of temporary heaters as necessary.
12. Carry out routine checks to identify faulty ancillary equipment, including water tanks, cookers, etc. reporting where further action is necessary.
13. Ensure availability of adequate supplies of fuel and materials to undertake the duties of the post, i.e cleaning supplies.
14. Carry out regular testing and checks of fire alarms/call points and emergency lighting and maintain records of checks

#### Handyperson Duties

1. Undertake minor repairs and maintenance work including:
  - Carpentry – refitting whiteboards and pin boards, replacing door and window furniture easing doors, etc.
  - Painting – liaising with the Head Teacher/SBM regarding a set programme for the internal and external decoration of the school.
  - Plumbing – repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats. Clearing blocked toilets, ensuring drain channels and grease traps are kept clear.
  - Electrical – basic electrical repairs (not including mains circuitry), eg. fitting plugs to equipment, replacing fuses, fitting light bulbs, tubes and starters, PAT testing
  - General – minor plastering repairs, minor repairs to floor coverings, touch-up paintwork, removal of graffiti, replacing fixtures and fittings, eg. toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, driveways and playgrounds and minor glazing repairs.
  - Clean and maintain low level guttering and downpipes regularly.

- Ensure that all SSO equipment is clean and in good working order and that SSO office and storage cupboards are kept clean and tidy.
  - Assemble self-assembly furniture.
2. Liase with the grounds maintenance to ensure the grounds are presentable and safe for all pupils, staff and visitors. Liase with the grounds maintenance to book grounds sweeps and line markings as required.
  3. Ensure an adequate stock of essential items, eg. nuts, bolts, washers, etc. and maintain these items.
  4. Check weekly that fire extinguishers and fire doors are in current working order and that fire alarms call points and panic alarms are working satisfactorily.

### Cleaning

1. Undertake internal school cleaning as required (including cleaning windows)
2. Carry out a rolling programme of carpet, upholstery and deep cleaning of floors, jet washing dining furniture and other furniture as needed etc.
3. Carry out daily cleaning of the hall and community room floors and peripheral cleaning, cleaning of fridges half termly, etc.
4. To substitute for absent cleaners if required.
5. Clean school signs, name boards and directional signs.

### Monitoring

1. Supervise and direct all school cleaners, including completing relevant paper work, eg timesheets and holding monthly meetings, quality checks.
2. Submit meter readings to the appropriate departments and monitor usage of services.

### Miscellaneous

1. Drive the school's mini bus as and when required including undertaking the appropriate enhanced driver training as necessary
2. Carry out procedures in the event of emergencies and provide assistance as instructed in dealing with general enquiries relating to the use of the site.
2. Undertake work during school holidays as defined by the Head Teacher/School Business Manager schedule.
3. Keep paths, steps, walkways, etc. free of snow and ice using and ordering salt and grit as necessary.
4. Undertake all necessary training required by the school.
5. Share in Health and Safety inspections of the school site in association with the School Business Manager

6. Move furniture and PE equipment, as required.
7. Maintain and clean external lighting.
8. Monitor and maintain outside drains including removing blockages when necessary.
10. Treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values.
11. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the school's child protection procedures and policy.
12. To present high standards of personal appearance in accordance with the school's ethos and values.
13. To promote a favourable image of Grangehurst Primary School to all building users in all aspects of the Premises Officer role.
14. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- 15 Any other duties and responsibilities within the range of the salary grade.

The School Sites Officer is directly responsible to the Headteacher and must be willing to be flexible with their working hours to meet the needs of the school.

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** Site Team including Cleaners

**Responsible to:** Business Manager and Head Teacher

**Reviewed:** April 2022

**Updated:**