



Calday Grange Grammar School

Job Description

PREMISES OFFICER	
Scale	Pay Band E
Accountable to:	Premises Manager
Responsible for:	Caretakers
Job Purpose:	
Under the guidance of appropriate senior staff, be responsible for routine and non-routine tasks within grounds, building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school site or multi school (site) locations.	
Principal Duties and Responsibilities	
<p>Security and Safety</p> <ul style="list-style-type: none"> ▪ Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible. ▪ Respond to and accurately record all call outs, liaising with the community security and police as appropriate. ▪ Make premises secure after break-ins. ▪ Regularly test fire alarms and be familiar with the evacuation procedure for the designated premises and carry out evacuation drills as required. ▪ Undertake the role of Fire Marshall if required. ▪ Ensure the safe storage of materials covered by the COSHH regulations. ▪ Ensure stringent health and safety provision and adherence to the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff. ▪ Contribute to the completion of risk assessment of security risks to the designated multi school (site) premises (grounds, premises and contents) including vandalism/arson. <p>Energy Management</p> <ul style="list-style-type: none"> ▪ Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person. ▪ Ensure lights and other equipment are switched off as appropriate. <p>Porterage</p> <ul style="list-style-type: none"> ▪ Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required. ▪ Demonstrate and assist in the safe and effective use of specialist equipment and materials. ▪ Undertake porterage of stock, furniture and equipment as required. <p>Maintenance</p> <ul style="list-style-type: none"> ▪ Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person. ▪ Contribute towards the operation of a preventative planned maintenance programme and for routine inspections of grounds, designated buildings, fixtures, fittings, furniture, premise and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions. ▪ Safely operate grounds and premises equipment and machinery. ▪ Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc. 	

- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
- Monitor the cleanliness of the designated multi school premises, liaising with the Cleaning Supervisor
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated multi school (site) premises.

Support for the School/Organisation

- Complete all necessary administration, submitting information as required to Senior Management Team to aid decision making.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the organisation's ethos, aims and development/improvement plan.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Responsible for maintaining records, information and data, producing analysis and reports as required.
- Attend and participate in meetings as required.
- Work within an agreed shift pattern of working.
- Undertake personal development through training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the induction of other support staff as required.

Personal Attributes

Communication & Influence

Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.

Team working

Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others' views and opinions. Works with the team to generate solutions and reach consensus.

Organisational Awareness

Demonstrates a broad knowledge of the organisations activities and how they contribute to the organisations performance as a whole. Is able to describe the current activities in their area together with organisational developments. Demonstrates how own job performance contributes to the organisations vision.

Adaptability

Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.

Use of technology

Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it appropriately.

Professional values and Practice

- Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

- Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.
- Ability to improve your own practice through observations, evaluation and discussion with colleagues.

Experience & Knowledge

- Demonstrate experience of caretaking, site and grounds keeping in a multi school (site) or similar environment.
- Demonstrate an understanding of inclusion.
- Ability to relate well to children and adults.
- Knowledge of health and safety procedures and precautions.
- Awareness of COSHH regulations.
- Awareness of health and hygiene procedures.
- Knowledge of moving and handling procedures.
- Knowledge of the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.

Qualification & Training

- Level 2 qualification or equivalent in Maths/numeracy and English/literacy.
- Relevant Level 3 qualification or equivalent experience.
- Willingness to undertake appropriate first aid training (if appropriate).

Disclosure

The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding. The post holder is subject to an Enhanced Disclosure with Child Barred Checklist (DBS) and any other statutorily required clearance.

Other

- This appointment is with the Governors of the school under the terms of a contract signed with the Governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
- All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.

Date of issue:	
Headteacher Signature:	
Post Holder Signature:	