

Premises Officer Job Description

Employer:	Exeter Learning Academy Trust
Location:	Based at one or multiple schools within the Trust.
Salary Grade:	E: £15.33—£16.93
Hours:	12 Month Fixed Term Contract Full time or Part time
Title:	Premises Officer
Responsible for:	Site Management Staff
Responsible to:	CFO, CEO and Trust Board

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Main Purpose of the job

To undertake the operational management responsibility for the maintenance, security, health & safety and general administration of the ELAT schools' sites, its grounds, buildings, facilities and equipment ensuring that the school operates efficiently and effectively.

Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher so that a referral can be made accordingly to the relevant third party services.

Responsibilities

- To maintain and implement adequate security measures and procedures for the site buildings and facilities.
- To ensure that premises, grounds; cleaning, repair and catering equipment are maintained and developed in an effective and planned manner.
- To provide risk assessments and report with necessary recommendations of any actions needed.
- To ensure that the necessary Legislative and Health & Safety requirements are met.
- To ensure the effective implementation of repairs and maintenance programmes.
- To ensure that catering facilities meet the School and statutory requirements.
- Looks after the site, buildings, associated fixtures and fittings, plumbing, heating, electrical and mechanical equipment, etc., including on-going usage, cleaning, maintenance, repairs, liaising and monitoring external contractors.
- Arranges security, cleaning and repair or maintenance rosters, liaising with contractors
- Sets up and agrees call out arrangements and contracts with external suppliers for emergency and necessary repair work and monitors contractors and the effectiveness of 'contracted out' services, ensuring they comply with all health and safety procedures
- Maintains and provides appropriate records, procedures and management information for internal and legislative requirement including using our school compliance software programme 'Parago'.
- Advises on the appropriateness and cost any facilities lettings and oversees such usage.

- Obtain quotes for the provision of goods, services and specific projects and acts as local project manager. This includes coordinating CIF bids.
- To implement, follow and promote energy conservation measures within the school.
- To line manage the Site Management staff
- Attends appropriate necessary Central Service and other meetings, advising on and contributing to planning, Health & Safety aspects and specific projects.

Work Demands

1. The post holder will need: to be equipped to exercise considerable initiative with guidance in performing all duties of the post, seeking necessary advice where appropriate; deal effectively and calmly with emergencies, should they arise and apply a strong sense of commitment to customer service provision and quality assurance.
2. It is critical that the post holder can prioritise their work effectively.
3. In addition to interruptions during school time, there is a need to adhere to numerous deadlines.

This role will require travel across the schools within Exeter Learning Academy Trust and therefore being able to drive is essential.

Equal Opportunities

- Have a statutory obligation to implement anti-discriminatory and equal opportunities when out their duties.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

At ELAT we expect staff to model the behaviours of a professional at all times.

Name: (Printed)	
Signed:	
Date:	

Person Specification – Premises Officer

Essential	Assessed through
GCSE in English and Maths at grade C (or equivalent) or above.	Application
Experience of site management within a school or other business premises.	Application
Experience of liaising and working with contractors.	Application/Interview
Clear and effective communication with Contractors and outside agencies and ability to create strong relationships	Interview
Experience of managing COSHH.	Application/interview
Experience of effective Line Management	Application
Good ICT skills including Microsoft Office and the use of a premises management system.	Application
Knowledge of current policies, codes of practice and legislation.	Application/Interview
Experience undertaking risk assessments.	Application/Interview
Excellent time management and capable of handling a demanding workload and successfully prioritising work.	Interview/references
Ability to relate well to children and adults. Care about the wellbeing of all children; understanding and commitment to safeguarding.	Interview/references
Ability to be flexible and use own initiative	References/interview
Excellent relationships with leaders and colleagues and ability to work within a team and independently.	Interview/References
An excellent communicator, verbally and in writing.	Application/Interview
Proactive and able to recognize and resolve problems on own initiative.	Application/Interview
A Full Driving License	Application/Interview

Desirable	Assessed through
Skills in effective resource management and deployment.	Application/Interview
A trade qualification	Application
A qualification in their chosen construction management or related subject.	Application
Health and Safety Qualification	Application