

# Premises Officer

Leicester Islamic Academy - Leicester, LE2 2PJ

## Job description

### Job Description

**Post:** Premises Officer

**Responsible to:** Headteacher / School Business Manager

**Responsible for:** Cleaning Staff

**Liaison With:** School Business Manager, Assistant School Business Manager and other School Staff

**Salary:** Depending on experience

**Hours of Work:** Split Shift (7:30am - 10.45am & 2.15pm - 6.30pm)

Permanent post Full Time

**Start Date:** As soon as possible

### Main Purpose:

- To undertake responsibility for the supervision of the site and the maintenance and security of the buildings. This role is not for security officer
- Contribute to the provision of high-quality maintenance, security, and cleanliness of the school buildings and grounds which ensures that students have a comfortable, clean, safe, and well-maintained environment in which to work or otherwise use the school facilities

### MAIN DUTIES AND RESPONSIBILITIES:

- Required to lead a team of cleaning staff, undertaking maintenance, repairs and cleaning of the building and grounds.
- Agree and implement a programme of cleaning, repairs and maintenance with the School Business Manager and Assistant School Business Manager
- Liaise with external contractors (on site) where appropriate and ensure compliance with Health & Safety requirements to include signing in to site.
- To monitor the work of the cleaning staff to ensure the work undertaken by them meets the school's internal standards to ensure that the school is a clean, safe, healthy, and comfortable place for students, staff and other users to use.
- To manage designated areas including but not limited to the school hall, school offices and staff toilets as directed
- To clean and keep presentable the entire school grounds and pre-school spaces as directed
- To complete emergency repairs, regular maintenance and cleaning of the school site to ensure the school can continue operating with minimal disruption
- To manage ordering of all cleaning supplies and to ensure all stock is ordered as required
- To undertake a long-term programme of general maintenance work, as agreed, with the appropriate line management to ensure that the school is maintained in a state of good repair on a cost-effective basis in accordance with the Schools Development Plan.

#### **ADMINISTRATION:**

- Order materials and equipment required for use by the Premises/Cleaners team, in line with school ordering procedures.
- Complete appropriate records (e.g. heating/safety checks, water temperature checks, fire alarm system checks, order forms and ensure these are stored efficiently
- Deal with day to day work related issues, relating to premises and cleaning staff (e.g. absence cover, quality/quantity of work, working

methods/use of new equipment/materials, liaising with the School Business Manager, as necessary.

- Working with SBM / ASBM to produce key health and safety documents including relevant policies, procedures and maintaining up to date records for all building aspects.

## **SECURITY OF PREMISES AND CONTENTS:**

- To open the grounds and school buildings and 'unset' alarms in accordance with laid down schedules and 'one off' bookings (lettings), to ensure that lessons and other activities are able to take place at the specified times.
- Lock school doors and gates and setting alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.
- To attend the premises when alarm is triggered, and called by the alarm monitoring company or call out company, out of hours, as necessary, to check windows are closed.
- Carry out emergency security repairs where possible or contact the appropriate contractor
- To contact the SBM before making decisions on emergency remedial work
- Maintain duplicate sets of keys for all rooms and equipment

## **BUILDINGS:**

- Implementation of repairs, maintenance, and cleaning programme agreed with the School Management and/or in accordance with the School Development Plan.
- Deploy cleaning staff appropriately.
- As directed by the SBM / ASBM, ensure that work carried out by staff and contractors is completed to specified standards, meets deadlines, and complies with safe working practices.

- Oversee and undertake part of the daily cleaning of the school ensuring that the work is completed to a high standard and complies with safe working practice.
- Manage cleaning of toilets, classrooms and other school areas as directed including, with appropriate training if required, cleaning of blocked toilets, vomit and similar
- Liaise with contractors as necessary.

#### **GROUNDS CARE:**

- Complete daily cleaning of the grounds to include all litter picking ensuring grounds are kept in a clean and presentable condition as directed
- The above is to include overseeing and undertaking as required the cleaning of outside areas, i.e. paths, drains, gullies, car park, play areas to include
- Manage cleaning of animal deposits with appropriate training as required
- Manage cleaning of external school areas as directed
- Manage the school's outdoor play areas and carry out repair works as necessary to area and equipment

#### **ELECTRICAL & FIRE:**

- Replace bulbs/shades where accessible.
- Replace tube, starter, shade (not sealed units), where practicable.
- Replace, re-fuse, or fit plugs (after training).
- Inspect electrical fittings and report to any defects found
- Carry out annual PAT testing of equipment
- Carry out regular checks of fire alarms, emergency lighting and any other electrical installed feature in accordance to building safety regulations
- Take on Fire Marshal Lead role and undertake responsibility for building checks in the event of a fire / drill

- Ensure regular checks are carried out to meet regulations pertaining to fire checks

#### **HEATING SYSTEMS:**

- To undertake checks of the boilers in accordance with schedules and to take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible
- Carry out routine maintenance procedures for heating boilers, water pumps, and sump pumps. Ensure that proper safety precautions are observed in the boiler house.
- To know the location of main stop cocks and valves, and mains electricity breakers
- To undertake water temperature checking as per regulations and liaise with SBM / ASBM on any remedial actions if necessary

#### **EMERGENCIES:**

- Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate.
- Liaise with the school business manager before booking any contractors
- Liaise as necessary with Emergency Services including calling in Emergency Services as required.

#### **GENERAL:**

- To arrange or undertake the movement of furniture and heavy teaching equipment as required
- Receive and transport to main store or deliver throughout the building ALL normal educational deliveries.
- Deal with accident spillages

#### **TRAINING:**

- In consultation with the School Business Manager identify and undertake appropriate training and development.

## **HEALTH AND SAFETY:**

- To comply with Health and Safety legislation, School Policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities.
- Report any breaches of safety regulations/policies or other safety concerns noticed to the Premises Manager, to enable the school and school grounds to be safe and healthy places for students, staff and other users to use.
- Ensure that the school's Health & Safety policy is complied with in as far as it relates to premises management and premises/contractors' staff, to ensure their safety and that of students, staff and other school users.
- To carry out duties placed on employees by Health & Safety Legislation.
- To ensure that caretaking equipment, i.e. mechanical aids, steps are in a safe condition.
- Report to School Business Manager or designated person any non-structural hazards (i.e. broken/loose furniture/play equipment) or structural faults that are seen which cause concern or may be in an unsafe condition.

## **SPECIAL FACTORS:**

Subject to the duration of the need, the special conditions given below apply:

- The nature of the work may involve the postholder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service
- This job would suit someone who has the experience of working within the educational sector or any other public sector

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

### **Safeguarding Statement**

Leicester Islamic Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

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Job Type: Full-time

Schedule:

- 8 hour shift

Work Location: In person