



Post Title	Premises Officer
Salary range/grade	£29,000 - £31,000
Responsible to	Premises Manager
Type	Full time
Benefits	Company Vehicle, BUPA Cash Plan
Base	Parkview Academy, Welling, Pierview Academy Gravesend. ALP Sittingbourne

Job Purpose

The post holder will be responsible for supporting the premises manager connected to three small independent schools for learners with special educational needs. This will include a wide range of duties and responsibilities connected with the fabric and systems of the schools. This includes compliance, security, cleanliness, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the Headteachers on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

The post holder will work across three sites operated. This includes, Parkview Academy in Welling, Pierview Academy in Gravesend and ALP Sittingbourne. The post holder will be required to work flexible hours between these schools and will be provided with a vehicle. They will manage cleaners and caretakers where appropriate.

Key Tasks and Activities:

1. To support the management and maintenance of the school buildings.
2. To support compliance standards across the schools
3. To support the health & safety of the sites
4. To undertake repairs and DIY projects
5. To liaise with contractors, ensuring Health & Safety regulations are strictly adhered to, when required.
6. To work towards action plans based on the school's Health and Safety Risk Assessment, Fire Risk Assessment and general site inspection walks.
7. To record weekly, monthly and annual checks required within the schools.
8. To support the premises manager with the health and safety budget for service contracts, maintenance, cleaning and site improvements

Specific Duties - Premises Officer

1. To contribute to the day to day maintenance, repair and cleaning of the schools
2. To attend and contribute towards Health and Safety Committee meetings
3. To advise and implement a rolling programme of redecoration/refurbishment in accordance to an available budget
4. To work with the premises manager in appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
5. To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
6. Complete regular checks of the school cars and coordinate service, MOT and repairs as required
7. To support the premises manager by completing scheduled tasks to ensure the schools meet or have an action plan in place for the following:
 - Fire regulations
 - Emergency lighting
 - Asbestos
 - COSHH
 - Risk Assessments
 - Electrical testing
 - Ladders and external stairs
 - First aid
 - Site plans
 - Vehicle Safety
 - Boiler Safety Checks
 - Water Management
 - Site walks

Specific Duties - Security (In liaison with Premises Manager)

1. To contribute to the security of the premises when on site.
2. To have shared responsibility for locking up the school during term time and for the unlocking and locking of the school during school closure periods.
3. To apply effective communication to ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
4. To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
5. To monitor, report and advise the Headteacher on all security matters
6. To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions.
7. To act as main keyholder for the school on call-outs

General Site Duties

1. To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc
2. To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
3. To ensure that orders received into school are delivered to the appropriate area / person as necessary
4. To work with the premises manager in routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, fire fighting equipment, lightning conductors etc. and results recorded
5. To ensure lights are in working order
6. To support IT technicians where required with maintenance tasks
7. To undertake minor window cleaning as required

Health and Safety (In liaison with the Premises Manager)

1. To ensure that all working practices comply with current legislation
2. To provide safe access to the school in the event of snow, ice or flooding
3. To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
4. All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

Administration (As and when directed by the Premises Manager)

1. To place orders, via administration assistants, for items of housekeeping ensuring stock levels are maintained
2. To order repairs and maintenance items in accordance to allocated budget
3. To establish and maintain a list of repairs / improvements
4. To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
5. To assist the Premises Manager with obtaining tenders and quotes

To carry out other duties of a similar nature from time to time as may be required by the Senior Management Team

Personal Development and Well-Being

1. To support ALP School's drive for high standards
2. To support and contribute to the school's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being
3. To maintain high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
4. To demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in pupils' learning.
5. To be able to improve your own practice, including observation, evaluation and discussion with colleagues.

Monitoring and Self-Evaluation

1. Within the ALP Schools' policies and guidelines, to evaluate work to ensure that it consistently responds to the needs of the schools
2. To take action to share areas of strength and remedy any weaknesses

Key Performance Indicators

1. Efficiency of task compilation
2. Record keeping / Compliance of each school
3. Aesthetically pleasing schools
4. State and repair of each school

Expectations and Values

ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the schools, the post holder will also be expected:

1. Act as an ambassador in schools by supporting our values and expectations.
2. Be a significant presence and role model for students and staff and to meet the dress code.
3. Follow and where appropriate enact all relevant policies, procedures and guidelines.
4. Contribute to development through team planning and review meetings.

All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Special Factors:

1. The nature of the work may involve the post-holder carrying out work outside of normal working hours.
2. The post-holder 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.
3. Expenses will be paid in accordance with the Local Conditions of Service.
4. This post is subject to a checks being carried out at an Enhanced level by the Data Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

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 of themselves justify a reconsideration of the grading of the post.

ALP Schools seek to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate. “

Equality and Diversity Statement

ALP Schools are committed to achieving equality for all those who learn and work with us, and wishes to develop a fair and supportive environment, which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, gender identity (transsexuality), marital or civil partnership status, disability, sexual orientation, religious or political beliefs, age, social class or offending background.

Staff in Human Resources play a critical role in developing, maintaining and supporting equality and diversity in employment. All staff have a legal and personal responsibility to uphold the School's policies.

Equality of opportunity is embedded in the recruitment and selection of staff, training, promotion, performance and development management, induction, probation, and communication and elsewhere. We endeavour to treat people fairly on the basis of individual need and to build a workforce which is diverse.

A variety of training courses, some mandatory, on equality and diversity are organised through our Staff Development.

Person Specification

Qualifications and Experience

1. Hold recognised training/qualifications associated with Health & Safety
2. Experience or skills in a trade
3. The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc
5. Risk Assessment experience/qualification
6. Competent at basic building repairs and maintenance
7. To be able to use small industrial, electrical and mechanical equipment

Ability, Skills, Knowledge

1. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
2. Good communication skills
3. Suitable numeracy and literacy skills
4. Good IT skills
5. Sound planning and negotiating skills
6. Ability to gather information and problem solve
7. Ability to manage own time effectively and demonstrate initiative including establishing priorities
8. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
9. Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the schools
10. Ability to adapt to changing and conflicting demands
11. Ability to be flexible and work as part of a team or individually as required
12. Ability to demonstrate an understanding of children with special educational needs
13. Ability to contribute to the life of the school
14. Ability to adhere to the school's policies and procedures and most importantly the Equal Opportunities policy, Safeguarding / Child Protection policy and all Health & Safety related policies.
15. Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely

Other

- 1 To hold a full driving licence and be willing to drive a school vehicle as part of the role.