



PREMISES OFFICER

Believe. Achieve. Succeed

Part of

Success Academy Trust

Dear Candidate,

Thank you for your interest in joining the Operations team at Hallbrook Primary School, as part of Success Academy Trust

We are looking for an energetic, enthusiastic and flexible premises officer to be responsible for the maintenance, security and cleanliness of the school building and grounds to ensure that staff, and children have a comfortable, clean, safe and well-maintained environment in which to work and learn. We are looking for someone who will be as proud of our school as we are and who is willing to work with us to continually improve and develop our site.

The successful candidate must be able to communicate well with colleagues as part of an effective working team as well as develop positive working relationships with staff and pupils. Previous experience of working in a similar role will be beneficial along with a knowledge of health and safety and an ability to carry out repairs and maintenance as required.

The school expects high levels of commitment from its staff. You will be expected to show enthusiasm and creativity in your role. There is no doubt that this post offers an exciting opportunity for someone who has the enthusiasm and commitment to work together to provide the highest quality environment for our pupils.

We are a friendly and hardworking school and are proud of our achievements in all areas of school life. Our dedicated and enthusiastic staff have high expectations of our children and endeavour to support them in making excellent progress, in developing as individuals and in contributing to the life of the school.

We believe in working together so that all our children enjoy a happy, successful and fulfilling time at Hallbrook and value highly the positive relationships we build between children, parents, staff, governors and local community.

Our website will give you an idea of our school, its vision, aims and values, as well as further information about the life of Hallbrook Primary School. Please do not hesitate to contact us if you would like to book a visit or have any questions and would like to discuss the position here before making an application.

Applications should be made to the Trust Business Manager, Phil Burton at business@hallbrook.leics.sch.uk by 12:00 on Monday 8th May 2024.

We very much look forward to receiving your application.

Tracy Withers
Executive Head Teacher

Premises Officer

Salary	Grade 7 - £9,982
Hours	15 hours per year 52 weeks per year 15:00 – 18:00
Line Manager	Trust Business Manager
Line Manager to	Cleaning Team
Key Relationships	Head Teacher, Business Manager, Cleaning Team, Other Trust Premises Officers

Job Description

Overall Purpose of Job:

In conjunction with the Headteacher and Trust Business Manager, the overall purpose of this role is to support the management and development of the school site and premises. This will include managing school premises issues as they arise and developing a premises and maintenance plan to ensure that the premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum. The postholder will be required to be an experienced practitioner with significant practical skills.

Main Responsibilities:

Management of the Premises Staff

- Ensure that the school is effectively covered for opening and closing
- Monitoring performance of premises / cleaning staff against agreed targets.
- Performance Management of the cleaning staff and, in partnership with the Business Manager, identify individual and team training needs and support team development.

Management of the Premises

- Monitor the condition of site, buildings and grounds to ensure that appropriate standards are achieved.
- Ensure regular inspection of all drains and gullies for blockages remedying as necessary
- To complete risk assessment as required for the role
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these.
- Manage Contractors during their time on site.

Planned Maintenance

- Ensure that the planned maintenance programme for the school is understood and any need to use third-party contractors is agreed.
- Agree the scope of the work with the Trust Business Manager and obtain quotes from third party contractors prior to instructing them to undertake the work to demonstrate that the best value has been obtained. The number of quotes obtained will be in line with School policy.
- Maintain a file of all work undertaken by third party contractors to include: ·
- Be the point of contact for contractual issues about premises-related contracts, i.e. ground maintenance, plant maintenance, premises related maintenance. Monitor service work carried out.
- Act as first point of contact in the event of an intruder alarm activation/fire alarm activation

- Have arrangements in place to ensure that there will be an appropriate and timely response to emergency callouts as necessary.
- Ensure that the school is properly prepared for use during inclement weather.

Health and Safety

- Create a strong relationship with the Trusts appointed Health and Safety Officer and Contractors for the School. Ensure that any recommendations are implemented and discussed.
- Ensure that the school and staff operate in line with the requirements of the School's Health and Safety Policy and Procedures.
- Ensure that Premises staff use equipment in a safe manner and are appropriately trained.
- Ensure that a register of all hazardous chemicals in use on the site is developed and maintained, and ensure that all staff who use the chemicals are aware of how they should be safely used and stores
- Ensure that copies of the hazard data sheets are available in a central register and at the point of storage.
- Ensure that any contractors visiting the site know the Asbestos Register is available.
- Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, of the fire evacuation procedure and park in a designated area.
- Operate a permit to work schemes for all contractors and ensure that all contractors are in possession of a permit prior to starting work.
- Play an active role in fire evacuation duties. Locate the alarm point activated and investigate issue.
- Ensure the safe storage of all equipment and materials
- Ensure the site is checked for any possible health and safety hazards.

Security

- Ensure that the site is secure, and that entrances and exits are monitored throughout the school day and out-of-hours.
- Ensure that the locking systems of the buildings are not compromised, and that the alarm system is regularly serviced and maintained.
- Investigate and act upon any breaches of security.
- Report in accordance with agreed procedures any trespass on the premises or damage from intruders liaising with the police as necessary.

Financial Management Working with the Trust Business Manager

- Report to the Business Manager in respect of the budgets for repair and maintenance of premises, other occupancy costs, and furniture and equipment.
- Obtain quotes for maintenance work in-line with school policy

Lettings

- Manage and monitor effectively the lettings of the site, including all rooms and external areas.
- Ensure that any specific equipment is provided.
- Ensure that there is sufficient security available for any function or outside letting.
- Be responsible for the opening and closing of the school.
- Be the first point of contact during any lettings.

General Caretaking Duties

- Be proficient in at least one area of maintenance.
- Flexibility of working hours to cover.
- To undertake all repairs and maintenance which are deemed to be resolvable without the need for 3rd parties
- Undertaking litter picking duties.
- To set up/clear away rooms as required

Additional Responsibilities

- To ensure that any issues identified as falling under the remit of the Premises Officer role are satisfactorily resolved whether they are strictly a premises-related matter or not.
- To keep abreast of developments in the facilities management field and identify possible areas where there is scope to improve systems and procedures.
- To develop self within the post, undertaking training/CPD as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.
- Attending regular line management meetings including Trust Premises Officer meetings.
- To undertake specific tasks as identified by the Trust Business Manager and / or the Headteacher as and when required.

Generic Responsibilities

- To be aware of the school's duty of care in relation to staff, students and visitors and to always comply with the health and safety policies.
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the school.
- To be aware of and comply with the Codes of Conduct, regulations and policies of the school and its commitment to equal opportunities. always Act in a courteous way in communication with both colleagues and other school stakeholders.
- To support and contribute to the school's vision and ethos.
- To develop self within the post, undertaking training / appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.
- Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
- You may be required to work across any of the Academies and future academies in the trust

Person Specification

Person Specification	Essential	Desirable
Qualifications		
Relevant experience in a trade	✓	
Evidence of continuing professional development within a trade		✓
First aid certificate		✓
Experience		
Experience of working within a school setting		✓
Experience of managing a building and its facilities	✓	
Experience of managing contractors	✓	
Knowledge		
Knowledge and understanding of buildings	✓	
Knowledge and understanding of Safeguarding and Child Protection		✓
Equal Opportunities issues		✓
Health & Safety and Food Hygiene Legislation	✓	
Skill Competencies		
Professionally discrete and able to always respect confidentiality	✓	
Proficient in ability to use ICT systems	✓	
Excellent interpersonal skills	✓	
Good organisational ability	✓	
A commitment to the school ethos	✓	
Personal Attributes		
Creative	✓	
Positive & enthusiastic	✓	
Patient, kind and approachable manner	✓	
Adaptable	✓	
Show Initiative	✓	
A willingness to learn	✓	
Able to work effectively as part of a team	✓	



Success Academy Trust

Success Academy Trust is a multi-academy trust providing learning for children and young people aged from 2 to 16 years, including primary and secondary schools as well as preschools. We focus on improving school performance, while building leadership and character together.

We are passionate about the power of leadership and character development to maximise life chances, to build wellbeing and confidence, and to equip our young people, whatever their background, ability, interest of need, to make a positive difference in their local community and beyond. We believe that alongside great academic results, this focus ensures that our children will grow to shape the world around them, to make it a fairer, kinder and better place to live in. We believe that our focus on building leadership and character together for both children and adults makes us a special place to work and to learn.

Success Academy Trust and its academies offer a wide range of benefits for our employees which have been recognised by local education professionals which include:

Success Academy Trust entitlement to our trust training package as appropriate to career stage development, role and experience;

Success Academy Trust talent management development route within the Trust with a personalised career plan;

Success Academy Trust wellbeing for success – our own personal wellbeing and support package to help you flourish;

Opportunities to engage in furthering the Academy and Trusts priorities;