

St Lawrence CE Primary School

PREMISES OFFICER JOB DESCRIPTION

Location: St Lawrence C.E. Primary School, Hurstpierpoint

Job Title: Premises Officer

Qualifications/experience: Previous school premises experience desirable but not essential. Maintenance or building qualifications desirable but maintenance and D.I.Y abilities are essential.

Post accountable to: Premises Manager / Headteacher

Main Responsibilities:

- Maintain clean, safe and secure school premises, which includes building and grounds
- Carry out cleaning, handy person activities, routine maintenance and refurbishment and minor repairs
- Some supervision of school cleaning staff
- Promoting health and safety around the school
- Carry out portage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the Premises Manager / Head Teacher
- Carry out small repairs and DIY projects (e.g. replacing door and window furniture, painting & decorating, minor plumbing works)
- Assist Premises Manager with arranging larger repairs and obtain quotes from contractors
- Carry out daily cleaning and ad-hoc duties, such as litter picking and the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Take responsibility for the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
- Maintain the security of the school premises as one of the main key holders
- Lock and unlock the premises as required, including out of schools hours when necessary
- Check at the end of the school day that all windows, doors and gates are locked and lights are switched off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the Premises Manager / Head Teacher on all matters relating to school security and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, swimming pool, wildlife area and any hazards on school premises. Report any problems to the Premises Manager / Head Teacher
- Provide safe access to the school site in cold weather conditions
- Assist in the supervision of outside contractors while on site
- Maintain the swimming pool & changing room areas to ensure they are clean and safe to use, in line with school guidelines and policies
- Set out the dining hall ready for lunch and pack away afterwards
- Any reasonable request from the Premises Manager, Head Teacher or member of the school's Senior Leadership Team