

**JOB DESCRIPTION**

Job Title: Premises Officer

Start Date: asap

Accountable to: Premises Manager

Hours: 20 hours per week (Monday-Friday, 4 hours per day, between 3pm-10pm) s

1 in 4 weekend Duty and on-call (alarm monitoring system) as detailed below:

**Call Out Response – Alarm monitoring System (1 Week in 4)**

Call Out runs each night, Monday to Sunday, for the week leading up to and including the Duty Weekend.

* Monitor the Duty Mobile.
* Respond and give Emergency Services access to the school site, should the need arise.
* Repair/make safe and secure.
* Reset alarms leaving the Site Monitored.

**Duty Weekend (1 week in 4)**

Saturday and Sunday

* Required to be on site from 8:00 to 1:00 with a later return to site (after lettings) for additional 1 hours.(Saturday only)
* 08:00 Check Security of the School site.
* Open areas as required, to allow access for our lettings.
* Ensure these areas are acceptable and ready for our clients.
* Undertake maintenance (rolling painting and decorating programme)
* Return to site at the end of Lettings sessions to complete lock down of site (Saturday only).

**About The Angmering School:**

The Angmering School is a secondary school with 1,388 students of which 138 are in sixth form. We are a school that has a special support centre for students with physical and sensory needs. We are effective in delivering outcomes that provide well for all students’ needs. Students are well prepared for the next stage of their education, training or employment.

The Premises Officer is responsible for assisting the sites team in the maintenance and security of the school premises and site, to ensure a safe working environment.

**Main Duties to include:**

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| Key Accountabilities | Key Tasks |
| Maintenance and security | * Ensure the buildings and site is secure, including during out of school hours, and take remedial action if required.
* Keep records relating to maintenance and compliance.
* Operate and regularly check systems such as heating, cooling, lighting, security and alarms.
* Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site.
* Receive deliveries to the school site.
* Monitor stock and order supplies.
* Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards to line manager immediately.
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| Caretaking | * Undertake general portage duties, including moving furniture and equipment within the school.
* Setting up school premises for events, theatre or training sessions etc.
* Litter picking.
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| Weekend Duties (1 in 4) | * Check security of the school site.
* Open areas as required, to allow access for lettings.
* Ensure areas are acceptable and ready for our clients.
* Undertake general maintenance work as agreed.
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| On Call (Alarm Monitoring System) | * Monitor callout mobile. Able to respond and give Emergency services (Police & Fire Brigade) access to the School Site, should the need arise.
* Repair / make safe and secure.
* Reset alarms leaving the Site monitored.
* Any overtime would be paid at an enhanced rate, relative to the time and duration of the callout.
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This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder’s core skill competencies, knowledge and experience in the role.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.

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| **Key areas:** | **Key attributes:** | **Essential or Desirable** |
| Skills required | * self-motivated and enthusiastic
* be able to prioritise their work, use their initiative and be prepared to be flexible
* be resilient, physically fit and able to work well under pressure
* use their discretion and respect the confidentiality of their work
* actively support and implement all school rules, policies and expectations
* demonstrate commitment to equal and all opportunities
* be a role model for staff and students
* be confident and effective when working with young people, parents/carers & all other stakeholders.
* an effective and supportive team player
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**Safer Recruitment**

In complying with current employment legislation, schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence.

If you are successfully shortlisted for any roles, an appropriate online search will be undertaken on your name. Information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

All successful applicants will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, along with a relevant probationary period.