

JOB DESCRIPTION

PREMISES OFFICER

25 hours per week – Required to start as soon as possible.

Grade

- Actual Salary Level 5 – £16,411 - £17,857. Starting point negotiable, dependent upon experience. Inflationary rise for April 2024 yet to be agreed but expected to be in line with inflation. This will be back dated 1st April 2024 if not agreed by that date. An estimate for this pay award has not been included in the salary range quoted.
- 28 days annual leave plus bank holidays, rising to 33 days annual leave upon completion of 5 years continuous service. For annual leave purposes we honour service from other schools and academies.
- Very lucrative Local Government defined benefit pension scheme.

Job Purpose

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.

Key Duties / Responsibilities

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
2. Act as the designated key holder for the school premises
3. Unlocking and locking up of school each day in term time
4. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
5. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
6. Arrange emergency repairs
7. Arrange regular maintenance and safety checks
8. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
9. Monitor stock and order supplies
10. Undertake general portage duties, including moving furniture and equipment within the school
11. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
12. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
13. Oversee and make decisions on all planned maintenance.
14. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
15. Handle small amounts of cash for the purchase of materials to carry out repairs.
16. Any other duties appropriate to the post.

The post will be offered on a Catholic Education Service Contract. Our Lady & St Benedict are part of The Newman Catholic Collegiate. The Academy is committed to the safeguarding and welfare of children and young people and expects all of its employees to share this commitment. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Amendment Order 1986 and, as such, it will be necessary for a Submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous convictions. Shortlisted candidates will also be subject to an online check