

# Outline Job Description

<b>Post Held</b>	Premises Officer										
<b>Pay Range</b>	HBHS Band 6, £21,693 to £23,262										
<b>Hours</b>	<p>37 hours per week. Shifts to be negotiated to fit into opening/closing rota and evening lettings rota, to include at least one opening duty, and one closing duty in a normal week, plus occasional evening duty to cover school and outside events. Any Saturday or Sunday work required will be on an overtime basis and will be necessary occasionally to meet the school's needs.</p> <p>Example hours are:</p> <table style="margin-left: 40px;"> <tr> <td>Mon</td> <td>7.00am – 3.00pm</td> </tr> <tr> <td>Tues</td> <td>12:00pm – 7:30pm locking up</td> </tr> <tr> <td>Weds</td> <td>2:30pm – 10:30pm evening duty</td> </tr> <tr> <td>Thurs</td> <td>8.00am – 4.00pm</td> </tr> <tr> <td>Fri</td> <td>4:30am – 12:00pm opening up</td> </tr> </table> <p>Flexibility within these hours is necessary during school holiday and team absences.</p> <p>Attendance on site for emergency call outs during nights and weekends will be at the current call out rate.</p>	Mon	7.00am – 3.00pm	Tues	12:00pm – 7:30pm locking up	Weds	2:30pm – 10:30pm evening duty	Thurs	8.00am – 4.00pm	Fri	4:30am – 12:00pm opening up
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Fri	4:30am – 12:00pm opening up										
<b>General Duties</b>	<p>Undertake daily and seasonal repairs and maintenance of the site and equipment, inside and out, as required including but not limited to changing light bulbs and tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets, to ensure a safe environment is maintained. Any reasonable maintenance tasks considered to be within individual's skill set.</p> <p>Maintain security of the site i.e. opening and closing of the premises including those for lettings, monitoring CCTV, fixing or reporting any problems, attending to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate</p> <p>Order the necessary materials and equipment needed for maintenance work to be carried out, collecting them or having them delivered to ensure the work can start on time.</p> <p>Be on the call out rota and attend site during emergency call outs at night and weekends, a requirement being that on site attendance is within 25 minutes if called out.</p>										

	<p>Maintain tools and equipment to ensure they are kept in good working order</p> <p>Deliver goods received to departments around the school to ensure supplies are correctly handled and appropriately delivered</p> <p>Ensure the working area is left clean and tidy at the end of each day and at the end of the job to ensure a safe environment is maintained</p> <p>Comply with Health &amp; Safety, Fire Regulations and other school policies</p> <p>Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health &amp; Safety regulations and after the completion of a Management Risk Assessment</p> <p>Assist with ensuring the cleanliness of the site by picking up litter, sweeping leaves and emptying bins. Clearing snow when necessary and putting down salt.</p> <p>Any other matters related to the care of the site as directed by the Premises &amp; Safety Manager.</p>
<p><b>Reporting to</b></p>	<p>Premises &amp; Safety Manager</p>