**JOB DESCRIPTION / PERSON SPECIFICATION**

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| **Job Title** | Premises Officer  Administration Assistant | **Hours** | 8 hours per week: Tuesday or Wednesday 8.00am to 4.30pm  8 hours per week: Friday 8.00am to 4.30pm |
| **Grade** | KR7 FTE £23,850  KR4 FTE £19,293 | **Working pattern** | 52 weeks per year  38 weeks per year (plus 2 weeks) |
| **Reports to** | School Business Manager |
| **Dress** | Smart casual | **Supervises** | Maintenance Assistant |

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| **Purpose and Context** | This combined role is varied and will be responsible for:   * The security, maintenance, heating and ventilation, Health and Safety and other general site services within in the school to always ensure a safe and functional learning environment. * Provide access to the site as well as monitor and report on the performance of contractors supplying goods or carrying out services on the school premises. * Ensure that the school site is maintained in a safe, clean, and secure condition as required, undertaking task that are necessary for effective site management. * Provide a high level of office administrative support * To always promote the academy in a positive manner to staff, students, and visitors |

**MAIN RESPONSIBILITIES**

# Finance Administration

* Assist with the occasional reconciling of accounts e.g., school trips or visits
* Be alert to the risk of fraud both within and beyond the academy. Report any suspected or actual incidence of Fraud to the Headteacher and Trust Executive. Work to develop and refine processes within the academy to reduce the risk of Fraud
* Ensure that finance tasks are undertaken in accordance with agreed policies, procedures, and appropriate legislation

# Office Administration

* Undertake administrative duties such as data processing/input, filing, and document preparation. These tasks could be in respect of HR Administration, Pupil data management or general office administration
* Process absence queries for the day
* Deal with incoming email, post, and other paperwork
* Deal with incoming telephone calls
* Provide a first point of contact for pupils and parents at reception to deal with any problems that arise in the first instance or refer them on to ensure that problems are dealt with effectively
* Respond to reception and visitor enquiries
* Ensure that administrative and clerical tasks are undertaken in accordance with agreed policies, procedures, and appropriate legislation

# Premises

* To be responsible for maintenance and upkeep of all buildings, grounds, equipment, fixtures, and fittings within the school
* To carry out/provide assistance to the caretaker with specified minor maintenance work with appropriate training, tools and equipment (e.g., weeding, planting, cutting the grass, watering, pruning, fixing up display boards and decoration of classrooms)
* To undertake or manage the caretaker to complete repairs, maintenance and decorating of premises, fixtures and fittings as required
* To liaise with the Headteacher / School Business Manager (to ensure affordability), staff in the School and Education Department and external agencies on all aspects of maintenance
* To be responsible for ensuring the safe operation of all mechanical, electrical, and other potentially hazardous equipment, fixtures, substances, and materials within the school
* Ensuring the maintenance of Fire, First Aid, and other emergency equipment, keeping accurate records in accordance with Health and Safety legislation
* To supervise work of: Staff, casual and/or temporary staff and contract workers, including premises/cleaning to ensure maximum quality and value for money
* To regularly monitor the cleaning of the premises as determined both by the contract and the agreed standards set
* Monitoring of grounds and building maintenance contracts and other tendered out services as determined by both the contract and the agreed standards set
* To ensure that furniture and equipment is moved to allow the cleaning contractor to carry out (holiday) deep cleaning as scheduled
* To develop and maintain appropriate manual records for maintenance and repairs, energy consumption, contents of the buildings ordering of stock and equipment including deliveries, Health and Safety and Security
* To maintain and regularly update a furniture/ equipment/supplies inventory and to replace furniture, fixtures and fittings as required on agreement with the head teacher/school business manager
* To maintain an overview of the maintenance requirements of the site through periodic and planned inspections and to carry out regular maintenance and adjustments as necessary
* To report all defects in respect of electrical and gas supplies, heating, and ventilation plant equipment
* To assist with carrying out regular checks and maintenance on all firefighting equipment, rectifying defects as necessary
* To maintain appropriate and comprehensive records in support of all the areas of accountability set out in this job description (e.g., maintenance repairs Health and Safety incidents, security etc.)
* To provide regular oral and written reports to the Senior Team, Head Teacher and Governors as requested
* To be responsible for setting out rooms according to users’ requirements as specified in Lettings procedures, if necessary
* To be responsible for the overall security arrangements of the premises, including ensuring that staff are aware of the Authority's and School's procedures on security
* To oversee car-parking arrangements and to be responsible for frontline security of the building
* To advise the Senior Team and/or other appropriate authorities (e.g., the Police), where any security breaches occur and to make recommendations for improvement and or prevention as and where necessary
* To ensure, as far as is practicable, that appropriate Health & Safety procedures are observed by everyone who works at of visits the school site
* To report and breaches of Health & Safety to the Senior Leadership Team
* To provide advice and guidance to users of the site as required
* To actively promote good relationships with parents and the local community
* To provide assistance with the setting up of rooms and hall equipment etc. as requested
* To carry out such other duties as maybe required to meet the needs of the school

**GENERAL STATEMENTS**

* Carry out all reasonable duties and responsibilities of the post in accordance with the academy’s policies and procedures and standing orders
* Enactment of Health and Safety requirements and initiatives as appropriate
* All employees are required to declare any conflict of interest that may arise before or during their employment
* Any outside activities, either paid or unpaid, must not in the view of the academy conflict with or react detrimentally to the academy’s interest, or in any way weaken public confidence in the conduct of the academy’s business
* To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the internal child protection procedures.
* To demonstrate a commitment to good customer care.
* Undergo and meet the academy’s conditions for a satisfactory enhanced DBS check
* Must comply with all equality legislation, policies, and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through academy policies and procedures
* Must be aware of the responsibilities under the Data Protection Act/GDPR for the security, accuracy and relevance of information held and maintained
* Treat all information acquired through your employment, both formally and informally, in strict confidence
* Participate in training to be able to demonstrate competence
* Participate in first aid training as required

**WHOLE ACADEMY RESPONSIBILITIES**

* Contribute as an effective and collaborative member of the academy team
* Seek out opportunities to develop your own skills and expertise to support your role
* Participate in training and implement newly learnt skills, knowledge, and expertise to develop your role within the academy
* Participate in the on-going development of the academy Action and Improvement Plans
* Contribute to meetings and be a supportive member of the academy team

**ACCOUNTABILITY**

* Temple Grove Academy Trust expects its employees to work flexibly within the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but is reasonable within the remit of the duties and responsibilities, and to carry out this work from time to time as directed by the Headteacher.

**PERSON SPECIFICATION / SKILLS**

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| Job Title: Premises Officer | | |
|  | **Essential** | **Desirable** |
| **Education and Training** | | |
| Good General Education including English and Maths GCSEs |  |  |
| Qualification in First Aid or willingness to obtain one |  |  |
| Basic training in one or more of the following: plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same). |  |  |
| ONC, OND, Ordinary City & Guilds or equivalent qualifications in relevant areas, recognised time served in building trade or apprenticeship or appropriate experience |  |  |
| Knowledge of Health and Safety regulations in relation to the post |  |  |
| Knowledge of the operation of heating, ventilating systems, and common causes of malfunctions |  |  |
| Knowledge of basic supervisory skills |  |  |
| Knowledge of maintenance and security systems and procedures |  |  |
| Knowledge and understanding of appropriate cleaning methods and standards |  |  |
| Knowledge of the organisation and administration, aims and objectives of the school. |  |  |
| Knowledge of energy conservation measures |  |  |
| Basic understanding of school budgeting |  |  |
| **Experience and Skills** | | |
| A sound knowledge of a range of computer applications including, and a good working knowledge of MS Office packages, particularly Word and Excel to produce a range of professional documents |  |  |
| Proven experience of ability to work calmly, accurately, and professionally under pressure. |  |  |
| Experience of performing all aspects of administration |  |  |
| Considerable DIY experience at the level of minor maintenance |  |  |
| Experience of overseeing other works i.e., contractors, cleaners etc, experience of undertaking responsibility for the care and maintenance of premises. |  |  |
| Considerable relevant experience preferably in a school environment. |  |  |
| Experience in building industry |  |  |
| Experience of administrative tasks and record keeping. |  |  |
| Skills in plumbing, electrical work, carpentry/joinery, painting and glazing to competent DIY standard |  |  |
| Ability for some heavy lifting, physical fitness appropriate to tasks required |  |  |
| Ability to monitor and report on structural faults/repairs |  |  |
| Ability to monitor and order stocks of materials |  |  |
| Ability to work evenings and weekends when required, ability to deal with emergencies occurring outside normal working hours following appropriate procedures |  |  |
| Organisational skills to facilitate lettings |  |  |
| Ability to communicate and liaise effectively with persons at all levels and deal on a credible level with contractors |  |  |
| Ability to manage staff and programmes of work and ability to organise one’s own tasks with minimum supervision and to set and work to agreed targets |  |  |
| Ability to drive, having own transport |  |  |
| **Personal Attributes/Special Conditions** | | |
| Excellent verbal and written communication skills |  |  |
| Ability to communicate effectively and courteously with staff at all levels, pupils, parents, suppliers, governors, and visitors. |  |  |
| Obvious enthusiasm and energy |  |  |
| Ability to remain professional and always maintain confidentiality |  |  |
| Act with integrity, loyalty, and fairness at all times |  |  |
| Good time management |  |  |
| Resilience and the ability to work under pressure |  |  |
| Trustworthy and approachable |  |  |
| Ability to use own initiative and work flexibly to plan, prioritise and manage a workload in an environment of regular and critical deadlines |  |  |
| Able to demonstrate vigour and persistence to achieve goals and targets |  |  |
| Willingness to take on new challenges and opportunities, and to be flexible and adaptable as required |  |  |
| Ability to work effectively independently and supportively as part of a team |  |  |
| An understanding of and a genuine commitment to Equal Opportunities |  |  |
| The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the academy’s Safeguarding and Child Protection Policy and the academy’s Code of Conduct |  |  |
| **Safeguarding** | | |
| Temple Grove Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to undergo an enhanced DBS disclosure. Individuals on the ISA barred list should not apply. | | |
| **Health and Safety** | | |
| In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community. | | |
| **Equal Opportunities** | | |
| The Temple Grove Academy Trust is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability, or age. All applications are treated on merit. | | |