**Cliffe Woods Primary School**

**Premises Officer Job Description**

**Purpose of Job:**

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

**Main responsibilities:**

* As a key holder, be responsible for the security of the school premises
* Be responsible for locking and unlocking school premises outside of normal school hours and setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures
* Ensuring health and safety is a priority at all times.
* Undertake and record regular checks on play equipment, legionella risk, alarm systems, ladders and fire extinguishers and report any problems arising
* Identify and report building, furniture or fitting deficiencies to the School Business Manager and to undertake any remedial action. This may involve arranging emergency repairs and obtaining quotes from contractors.
* Undertake range of duties (i.e. those not requiring a qualified craftsperson) as directed by the School Business Manager, that contribute to the maintenance of the school premises.
* Oversee small projects carried out by contractors
* Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work
* Monitor usage of fuel, electricity, water and take meter readings
* Monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate
* Be responsible for general tidiness and safety of outside areas:
* Keep drains clear of obstructions
* Ensure safe pedestrian access at all times, including keeping paths and entrances clear of leaves and moss, as well as gritting and snow clearing during severe weather
* Treat car park and playground areas with salt/grit as appropriate
* Keep signage clean and free from algae
* Check trees for broken/ overhanging branches that could pose a safety risk
* Maintain, if required, tubs and planters around school
* Maintain staff and pupil toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available
* Deal with blocked toilets and blocked drains
* Set out/put away furniture for assembly/school events/breakfast clubs etc. and undertake general porterage as required by the School Business Manager
* Make appropriate arrangements for the collection of school waste
* Regularly clean designated areas of the school building and grounds according to instructions
* Maintain the highest level of professionalism when interacting with the children, staff, parents and members of the wider community.

**The following skills and knowledge would be desirable: Training is provided if required.**

* COSHH
* Fire Safety
* Asbestos Management
* Water Management - Legionella
* Health & Safety at work
* Manual Handling
* Working at Heights
* First Aid