



# NEW COLLEGE LEICESTER

## Learning and Sports Village



### PREMISES OFFICER

#### JOB DESCRIPTION

- JOB TITLE:** Premises Officer Level 2
- GRADE/SALARY:** Grade 4 – Scale 15-18 (£18,870-£20,541)
- HOURS:** 37 hours per week, 52 weeks per year  
The hours of duty will be as agreed with the Principal and will require working a shift pattern including weekend working. The basic hours of duty may be varied from time to time to meet the needs of the school. The nature of the post warrants the occupant being on call as required.
- RESPONSIBLE TO:** Assistant Estate Manager
- JOB PURPOSE:** Assisting in ensuring that the whole school environment is maintained to a satisfactory standard. Oversee the security of the school and to manage a programme of preventative planned maintenance.  
Responsible for the efficient running of facilities lettings, ensuring they operate efficiently and effectively.  
To be an ambassador for the school in relation to the commitment and the philosophy of serving the young people and the community.
- Major Objectives:** These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.
1. To ensure that premises, grounds; cleaning, repair and catering equipment are maintained and developed in an effective and planned manner.
  2. To ensure efficient use and maintenance of the College site and buildings.
  3. To maintain and implement adequate security measures and procedures for the site buildings and facilities.
  4. To ensure that the necessary Legislative and Health & Safety requirements are met.
  5. To implement and promote the College's and Leicester City council's policies and procedures relating to all areas of employment and service delivery.
  6. To ensure the effective implementation of repairs, maintenance and cleaning programmes.
  7. To ensure that catering facilities meet the College's and statutory requirements.
  8. To ensure services are provided in a cost-effective, timely and supportive manner.
  9. To implement, follow and promote energy conservation measures within the school.
  10. To assist customers with the use of the facilities and the activities and to encourage maximum use of the site.
  11. To be customer-orientated and achieve good customer relations.
  12. To implement Equal Opportunities policies and practices in respect of employment and service delivery and to ensure an environment free of harassment and discrimination.

**Job tasks: Building Maintenance and Management**

1. To organise and carry out maintenance duties to ensure the general upkeep and maintenance of the school premises. This will include :
  - Maintenance and repair of window and door furniture and fittings
  - Maintenance and repair of door closers and hinges
  - Repair of furniture, fixtures and fittings as required
  - Making good paintwork as required
2. To organise and carry out minor redecoration programmes.
3. To organise and carry out minor improvement work, e.g. Erection of shelves, notice boards etc.
4. To ensure that urgent, minor repairs at the school buildings are carried out, either directly or by negotiation with contractors.
5. To be responsible for making appropriate arrangements for dealing with emergencies which occur outside of normal school hours.
6. To liaise with contractors working on site.
7. To be responsible for the operation of a preventative planned maintenance programme and the routine inspection of the school premises.
8. To maintain regular records of services consumption.

**Caretaking and Cleaning**

10. To ensure a satisfactory level of cleanliness and hygiene is maintained throughout the entire school premises including the school grounds.
11. To ensure that the school grounds are kept free of litter and that pathways are gritted or salted during wintry conditions.
12. To participate in the organisation and movement of furniture and equipment within the premises.
13. To supervise orders for plant spares and maintenance materials within the allocated budget and to ensure adequate stock levels are maintained.
14. To ensure the responsible operation, care and maintenance of all equipment and tools associated with caretaking, cleaning and maintenance work to ensure that proper safety standards and requirements are applied.

**Security**

15. To ensure adequate security of the school premises at all times.
16. To report any security breaches to the Assistant Estate Manager and to recommend any appropriate improvements to the security policy.
17. To attend out of hours emergency call-outs.

**Health and Safety**

18. To ensure that all relevant Health and Safety regulations are complied with by all staff working under the control of the Assistant Estate Manager.
19. To report immediately to the Assistant Estate Manager any contravention of Health and Safety regulations by contractors working on site that could be detrimental to the health, safety and well-being of students, staff or visitors.
20. To undertake safety audits of the premises including Risk Assessments as required by the Assistant Estate Manager.

**School Activity Programmes**

21. To assist the Assistant Estate Manager, in conjunction with other staff, in the co-ordination of all uses of the school premises.
27. To assist with the preparation of the school premises for all events.

### **Gardens and Grounds Maintenance**

28. To liaise with the grounds maintenance contractors to ensure the premises are maintained to the required standard.
29. To organise and participate in the maintenance of the school grounds not covered by the maintenance contract.
30. To assist the Assistant Estate Manager with the Grounds Development Programme, carrying out minor improvements or instructing contractors as required.

### **Customer Liaison**

31. To deal with customer enquiries and complaints.
32. To assist customers with the use of the facilities and the activities and to encourage maximum use of the site.
33. To be customer-orientated and achieve good customer relations.

### **General**

31. To maintain all relevant logs, records and information as required by the Assistant Estate Manager.
32. To drive the Minibus when required by the Assistant Estate Manager.
33. To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth running of the school.

### **Terms of Contract**

Full details are set out in the contract of employment.

Annual leave: 24 days per annum.  
Annual leave may only be taken with the prior consent of the Principal.

Probationary Period: This position is subject to the satisfactory completion of a six months probationary period.



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#### PERSONAL SPECIFICATION

<b>A. Training and education</b>	Literacy and numeracy sufficient to perform the tasks above	E
	Qualification in a trade	D
	English and Maths GCSE or equivalent	D
	Evidence of further study	D
	First Aid Certificate (training will be provided)	E
	Work related courses e.g. Health and Safety Courses	D
<b>B. Experience</b>	Basic D.I.Y. skills and able to carry out minor repairs to buildings and equipment	E
	Experience in basic building/site maintenance and security	D
	Experience of supervising the work of others	D
<b>C. Equal opportunity</b>	Must be able to recognise discrimination in its many forms and willing to put the Equality Policies into practice	E
<b>D. Other skills</b>	Able to use own initiative, meet deadlines and make decisions in emergencies and ability to prioritise and deal with multiple on-going work tasks	E
	Must be self-motivated and able to work on own initiative	E
	Ability to provide a customer facing services	E
	Demonstrate the ability to assist customers with their enquiries and complaints	E
	Ability to deal with other staff and students in a polite and courteous manner	E
	Hold a full UK driving licence for minibus driving (training will be provided)	E
<b>E. Other conditions</b> Including any hazardous or environmentally adverse conditions	Willing & able to deal with people from a variety of backgrounds & levels	E
	Willing & able to work outside normal hours, and be on call for emergencies	E
	Willing & able to attend training courses & obtain relevant certificates for the role	E
	Willing & able to operate hand tools, cleaning machinery, etc. & carry small loads	E
	Must satisfy any relevant pre-employment checks, e.g. Criminal Records Bureau Disclosure, membership of the Vetting and Barring Scheme, etc	E