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| <b>JOB TITLE:</b>    | Premises and Grounds Officer   |
| <b>LINE MANAGER:</b> | Estates Manager  |
| <b>JOB PURPOSE:</b>  | To maintain a safe, clean secure and well-maintained environment for students staff and visitors |

## **KEY RESPONSIBILITIES AND DUTIES**

### **Security**

- To participate in the keyholder rota, opening up the College (including performing a full security check) and securing, locking down and alarming the College buildings at the end of the working day
- To support if required to alarm activations and undertake security and essential services checks during close down periods
- To assist in controlling vehicles on site and in the operation of the College's carparks
- To assist with the security and control of the site when the premises are let externally
- To act as a fire marshal during premises evacuations and fulfil lockdown duties as directed
- To check that fire appliances, doors, notices and signs are in good working order and that means of escape are clear and available
- To assist with routine maintenance and compliance checks
- To identify premises faults, including those relating to fire safety and to report all faults or safety concerns
- To assist the emergency services as required
- To be prepared to obtain or maintain a First Aid at Work qualification and participate in the First Aid rota, providing First Aid to staff, students and visitors to the college

### **Facilities Operation and Maintenance**

- To assist with deliveries to the College and operate the goods received procedures
- To assist with the distribution and movement of goods and furniture and assist with the operation of the internal post service
- To assist in setting up rooms for teaching and other functions

- To carry out general maintenance tasks and light grounds maintenance tasks as required, and ensure that the premises are returned to normal use as soon as possible
- To undertake cleaning duties as required
- To be familiar with the day to day operation of the College's heating system
- Under the direction of the Grounds Maintenance Officer, assist in the maintenance and improvement of the College's sports and amenity areas
- To undertake small works projects relating to the grounds
- To operate machinery and hand tools in the maintenance of the grounds safely and with due consideration to students staff and visitors
- To undertake the safe handling of chemicals and other materials used in grounds care

### **GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme
- To ensure the application of the College's policy and procedures with regard to Health and Safety
- To be responsible for Health and Safety within areas of own responsibility
- To participate in the College's policy for Professional Development and Review

### **SPECIAL REQUIREMENTS**

- The post will require shift work, occasional weekend working and will be subject to call outs
- Post holder must be able to lift and carry items in line with manual handling guidelines
- Post holder must be able to patrol the college, both indoors and outside, in all weathers and at all times of the day

### **NOTES**

- The above job description outlines the key responsibilities. It is not exhaustive, and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

| <b>Attribute</b>   | <b>Criteria</b> | <b>Assessment Evidence</b> |
|--|-----------------|----------------------------|
| <b>Education &amp; Qualifications</b>  |                 |                            |
| A good standard of general education   | Essential       | Certs/App Form             |
| Qualification in First Aid   | Desirable       | Certs/App Form             |
| <b>Experience, Knowledge &amp; Abilities</b>   |                 |                            |
| Experience of working in a premises and/or grounds role  | Essential       | App Form / Int             |
| Experience of dealing with customers and/or clients, by phone and in person                                      | Essential       | Int                        |
| Previous experience of carrying out general repairs or willingness to be trained/receive training where required | Essential       | App Form / Int             |
| Ability to work in a friendly and professional manner  | Essential       | Int                        |
| Ability to work effectively in a team  | Essential       | App Form / Int             |
| Ability to use own initiative  | Essential       | Int                        |
| Good organisational skills   | Essential       | App Form / Int             |
| Capacity to work under pressure and without direct supervision   | Essential       | App Form / Int             |
| A good awareness of Health & Safety legislation  | Desirable       | App Form / Int             |
| Experience in the use of IT in a working environment   | Desirable       | App Form / Int             |
| Attention to detail and careful when completing routine tasks  | Essential       | Int                        |
| <b>Interpersonal Skills &amp; Qualities</b>  |                 |                            |
| Energetic, reliable and positive   | Essential       | Int                        |
| Open and approachable manner   | Essential       | Int                        |
| Willing to be flexible in approach to work   | Essential       | Int                        |