

**JOB TITLE:** Senior Premises Officer

**ACCOUNTABLE TO:** Estates Manager

**JOB PURPOSE:** To maintain a safe, clean secure and well-maintained environment for students, staff and visitors

## **KEY RESPONSIBILITIES**

### **Supervision**

- In liaison with the Estates Manager, to ensure full coverage of the shift rota at all times.
- To co-ordinate the day to day tasks of the Premises Officers
- In the absence of the Estates Manager, to co-ordinate the work of the Cleaning Co-ordinators, the Grounds Maintenance Officer and the Premises and Grounds Officer

### **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 respond when required to alarm activations and undertake security and boiler checks during close down periods
- To assist on controlling vehicles on site, between sites and in the operation of the College's car parks
- To supervise students in the public areas of the College's premises and assist in protecting the College from unauthorised visitors
- To assist with the security and control of the site when premises are let externally
- To act as a 'fire marshal' during premises evacuations
- To ensure that all checks specified in the College's fire procedures are completed and evidenced, including that fire appliances, doors, notices and signs are in good working order and that means of escape are clear and visible

- To identify premises faults, including those relating to fire safety and to report any faults or safety concerns to the Estates Manager
- To assist the emergency services as required
- To assist with deliveries to the College and operate the goods received procedures

### **Facilities Operation and Maintenance**

- To assist with the distribution and movement of goods and furniture and assist with the operation of the internal post service including between the College's sites
- To assist in setting up rooms for teaching and other functions
- When suitably qualified, to assist to your trained level of competence in the day to day maintenance and breakdowns in the following specialist areas: heating, lighting, ventilation, water services, gas services and electrical services
- To liaise with contractors on College projects where appropriate
- To carry out general maintenance and light grounds maintenance tasks 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

### **Specialist Duties (If applicable)**

This post will include one of the following duties and the post holder will be required to use their experience and trade knowledge in the relevant specialist area to identify improvements to the College's plant and equipment:

- The co-ordination, completion, and monitoring of premises compliance activities
- The co-ordination, completion, and monitoring of responsive repairs
- Day to day specialist trade maintenance in one of the following qualified areas:
  - Plumbing
  - Electrical
  - Carpentry

## **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 including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

## **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)
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.

**PERSON SPECIFICATION**

<b>Attribute</b>	<b>Criteria</b>	<b>Method of Assessment</b>
<b>Education &amp; Qualifications</b>		
A good standard of general education	Essential	App Form/Certs
Committed to the development of own skills	Essential	Int
Hold or willing to work towards a First Aid at Work qualification	Essential	Int
Full Driving license	Essential	App Form/Certs
Holds or is working towards attaining City and Guilds certificates, in at least one of the areas of heating, lighting, ventilation, water services, gas services, electrical services or carpentry	Desirable	App Form/Certs
<b>Experience, Knowledge &amp; Abilities</b>		
Experience of working in a premises role	Essential	App Form
Experience of dealing with customers and/or clients, by phone and in person	Essential	App Form
Previous experience of carrying out general repairs	Essential	App Form/Int
Good organisational skills	Essential	Int/Test
Previous supervisory experience	Desirable	App Form
A good awareness of Health & Safety Legislation	Desirable	App Form
Experience in the use of IT in a working environment	Desirable	Int/Test
<b>Interpersonal Skills &amp; Qualities</b>		
Ability to work effectively in a team whilst motivating others	Essential	Int
Ability to use own initiative and be flexible in approach to work	Essential	Int
Capacity to work under pressure and without direct supervision	Essential	Int
Energetic, reliable and positive	Essential	Int
Careful with routine tasks	Essential	Int
Able to complete shift work, occasional weekend working and will be subject to call outs	Essential	App Form/Int
Able to lift and carry items in line within manual handling guidelines	Essential	Int
Able to patrol the college, both indoors and outside, in all weathers and at all times of the day	Essential	App Form/Int