

<b>JOB TITLE:</b>	Premises 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 respond when required to alarm activations and undertake security and boiler checks during close down periods
- To assist in controlling vehicles on site and in the operation of the College's carparks
- To supervise students in the public areas of the College's premises, as required, and assist in protecting the College from unauthorised visitors
- To assist with the security and control of the site when the premises are let externally
- To operate the College's CCTV system
- To act as a fire marshall during premises evacuations
- To check that fire appliances, doors, notices and signs are in good working order and that means of escape are clear and available
- 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

### **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

### **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)

*I have read this Job Description and the associated Contract of Employment. I believe that together with the other documents referred to therein they constitute an accurate statement of the terms and conditions of my employment.*

<b>Print Name:</b>		<b>Signed:</b>		<b>Date:</b>	
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**PERSON SPECIFICATION**

<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
<b>Experience, Knowledge &amp; Abilities</b>		
Experience of working in a premises 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	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 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