

JOB DESCRIPTION

Job Title:	Premises Officer
Location:	Engineering UTC Northern Lincolnshire
Hours:	37 hours per week – full-time
Pay Grade & Range:	Grade 6 - SCP 9 - 17 £26,409 - £30,060
Reports to:	Business Manager

Purpose of role:

To provide efficient and effective support to the UTC; ensuring that the security and general appearance of the building and surrounding area are maintained in accordance with the required standards. To ensure all statutory testing is undertaken, monitored and any concerns are reported to the Business Manager. To comply, at all times, with the requirements of Health & Safety at Work Act 1974 and the UTC's Health & Safety policy statement. This job description lists the major duties and requirements of the job and is not all-inclusive. Under the direction of the Principal and the Business Manager, the post holder may be expected to perform duties other than those contained in this document and may be required to have specific job-related knowledge and skills

Main duties and responsibilities

1. Act as the lead person for the day-to-day, routine and non-routine use of the building, preparing it for use (e.g. movement of furniture and equipment).
2. Take delivery of equipment, materials etc., storing them securely and then transporting the goods to their designated location.
3. Ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary, and report defects and malfunctions to the Business Manager.
4. Responsible for the efficient operation of the UTC's utilities and services - gas, water, electricity, lighting, heating, drainage and ancillary equipment, paying due regard to frost precautions.
5. Take immediate appropriate action in the event of a major incident e.g. fire, flood, gas escape, breaking and entering, or other major incident involving the emergency services.
6. Ensure that the fire alarm is tested on a weekly basis, ensuring emergency exits are not obstructed, and maintain records of fire, burglar alarms and emergency lighting systems and report any defects to the Business Manager.
7. Avoid risks of water contamination, ensure that all hot and cold-water outlets are flushed after every holiday period and carry out appropriate Legionella checks.

8. In liaison with the Business Manager be responsible for the accurate recording of meter readings monthly of all metered Utility services.
9. Be responsible for the maintenance and upkeep of student lockers.
10. Maintain inventories of tools, equipment and supplies in your remit.
11. Assist and direct visitors as required in a positive, helpful and courteous manner.
12. Undertake any other relevant duties, as reasonably required.
13. Routinely monitor and react to work related emails.
14. Monitor the work of contractors working on site and report any issues to the Business Manager.
15. Ensure that the helpdesk is monitored including updating tickets on job status, i.e. adding new jobs or marking jobs as complete, and that all jobs are addressed as deemed appropriate to the risk.
16. Undertake the relevant risk assessments in place on site and raise any amendments necessary with the Business Manager.
17. Assist the Business Manager with updating and monitoring records on the UTC's Health and Safety portal (Bright safe and Every).
18. Be responsible for the security of the site and checks of the building outside college hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls.
19. Check on a weekly basis all automated gates and doors, reporting any faults to the Business Manager
20. Ensure that the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
21. Ensure internal security procedures are adhered to; reporting any issues to the Business Manager.
22. Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
23. General repairs and maintenance of the UTC's premises as directed by the Business Manager including reporting of any damage or defects.
24. Be responsible for the cleaning of specified areas, during the school day, as advised by the Business Manager.
25. Liaise with the Business Manager and external cleaning contract supervisor/manager as necessary ensuring the service level agreement is adhered to at all times.
26. Ensure cleaning complaints are suitably recorded, investigated and reported to cleaning contractor as necessary.
27. Responsible for cleaning/litter picking and clearance of refuse bins within designated areas of the premises.

28. Arranging for the proper disposal of all refuse from site, including kitchens; ensuring the bin area is maintained and secured at all times and refuse does not overspill or create environmental or Health & Safety issues.
29. Inform the Business Manager of any identified problems with cleaning equipment and materials.
30. Ensure that all hard surfaces are kept clear of potentially dangerous obstructions, that regular clearance schedules are followed to remove gutter obstruction and that drains are regularly inspected.
31. Assist with keeping paths, pedestrian access and steps clear of snow and ice (ensuring stocks of grit/salt are maintained) and all areas clear of litter and weeds.
32. Clean light fittings, replacing where necessary minor parts such as light tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
33. Arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
34. Remove spillages and resultant stains from floors and other surfaces.
35. Control and monitor the provision of toiletry and cleaning products including requisition, storage, stock levels and distribution of such Items. Including the responsibility for replacement of paper towels, toilet rolls and soap in toilets on a daily basis, where necessary.

Minibuses

1. Ensure that the UTC's minibus is inspected on a weekly basis and any defects found are recorded and reported to the Business Manager along with the name of the last known driver.
2. Install and remove disabled chairs to minibus as required (training will be provided).
3. Keep the minibus cleaned and valeted routinely.
4. Ensure that the minibus fuel levels are maintained appropriately, and that minibus is available for use as planned and are controlled as necessary.
7. Ensure that all safety inspections are completed. Report any issues, concerns or defects to the Business Manager without delay.

Other duties

- To comply with any reasonable request from a manager to undertake other duties commensurate with the post.
- To participate in professional and personal development programmes as required, including training and performance management review
- To contribute to the overall ethos/work/aims of the UTC
- To be aware of, and comply with, policies on Health & Safety, Security, Confidentiality and Data Protection reporting all concerns to an appropriate member of senior leadership team.
- To support the Equality and Diversity Policy
- To appreciate and support the work of other professionals
- To comply with UTC policies at all times and maintaining confidentiality

Any special conditions of service

- There is a requirement to submit to an Enhanced Disclosure and Barring Service (DBS) check.
- There may be a need to work outside of UTC hours and off the premises.
- No smoking policy

Engineering UTC Northern Lincolnshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>Effective use of ICT</p> <p>Experience of working in a similar role</p> <p>Knowledge and understanding of health & safety and statutory responsibilities.</p> <p>Work constructively as part of a team</p> <p>Ability to manage and prioritise own workload</p> <p>Emotional resilience</p> <p>Ability to reflect on past experiences and make improvements to future practice</p> <p>Ability to accurately record information and track data related to your area of responsibility</p> <p>Ability to self-regulate own emotions</p>	<p>Application form and selection process</p>	<p>Knowledge of school systems, such as Every, Bright safe</p> <p>Experience of working in an education setting</p>	<p>Application form, Selection process and certificates</p>

<p>KNOWLEDGE & UNDERSTANDING</p> <p>Understanding of relevant policies and awareness of relevant legislation</p> <p>Experience of working with contractors</p>	<p>Application form and selection process</p>	<p>Experience of working in an education setting</p>	<p>Application form and selection process</p>
<p>Essential Criteria</p>	<p>How Identified</p>	<p>Desirable Criteria</p>	<p>How identified</p>
<p>QUALIFICATIONS/ TRAINING</p> <p>Maths and English Grades: GCSE A-C or equivalent</p>	<p>Application form, qualification certificate and selection process</p>	<p>Health & Safety Qualification – IOSH/NEBOSH</p>	<p>Application form and selection process</p>