

**JOB SPECIFICATION**  
**Premises Officer**

Reports To: Premises Leader and/or Regional Premises Manager

Department/Site: Operations Directorate/Estates Team

Why

**Job Summary**

- To assist the Operations Directorate in the development and implementation of Premises Strategies, across the Trust.
- To maintain the security and general appearance of buildings and surrounding areas in accordance with the Trust Premises Standards.
- To maintain full statutory compliance in specified academy/academies
- Line manage premises staff
- Ensure the management of contractors on site is completed safely, securely and in line with Trust procedures
- Support the delivery of capital projects on site, ensuring relevant statutory, environmental, professional and technical standards are identified and maintained in relation to the premises, land and property issues.

What

**Main Responsibilities**

- Be responsible for ensuring the security of the site, premises and its contents
- Act as a designated key holder, providing out of hours and emergency access to the academy site. To be available to attend in cases of emergency outside the normal working week hours, eg intruders, fire and flood, in line with the Academy policy and procedures for emergency cover.
- To support the review and implementation of health and safety policies and procedures within the establishment (s).
- Keep records relating to maintenance and security
- Ensure all checks and tests/full statutory compliance is completed by self, staff or contractors
- Ensure premises for a large site(s) are clean, safe, secure, and well managed in terms of estates management
- Have overview of the maintenance budgets for the academy and work with the Education Support Team to review these
- Arrange for general maintenance within specialist areas
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment
- Responsible for regular maintenance checks and follow-up actions. Provide advice on the annual long-term maintenance requirements to support a cost effective maintenance programme
- Ensure contractors are managed whilst on site and ensure work is completed to the required standard
- Work with finance teams and manager to ensure orders are raised for premises related issues/equipment/tasks
- Responsible for the regular checking and operation of site related systems (including BMS)
- Arrange tenders and quotes and follow trust procedures to ensure the safe and compliant appointment of external contractors
- Line manage other premises staff (dependant on structure)
- Undertake risk assessments and ensure safe systems of work are followed
- Liaise with other school staff/departments on premises issues
- To assist in the oversight and scheduling of lettings; attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings; be available to attend evening lettings as agreed during the week and at other times by prior agreement
- Promote the safe use of chemicals according to COSHH regulations
- Provide directive advice to the housekeeping/cleaning staff
- To complete and maintain records of timesheets, attendance records, premises staff annual leave etc. as required
- To supervise the recording of all deliveries and maintain the required information in the log books/stock cards etc.
- To monitor and replace all consumable items used by caretaking and cleaning staff in the course of their duties, ensuring adequate supplies are maintained to meet the site/housekeeping needs of the academy/building
- To take reasonable care for the health and safety of themselves and others whom may be affected by the activities. Where appropriate, safeguarding the health and safety of all persons under their control and guidance in accordance with the provision of Health and Safety legislation
- Keep manager informed of the standards of cleaning within the academy
- Act as a key contact for any estates related projects within the academy and provide manager/project manager with updates as required
- Hold outstanding IT skills in order to operate basic Microsoft packages, software systems and support premises staff in using these to enhance communication and support processes within the premises team
- Deputise in the absence of a Premises Leader as necessary dependant on structure within region and/or site manage a smaller scale site such as a primary academy or equivalent

Undertaking such other duties that are commensurate with the post as directed by the line manager.  
Any other responsibilities deemed appropriate to the level of post.

How	<table> <tr> <th><b><u>Competencies</u></b></th><th><b><u>Personal Attributes</u></b> <i>(level expected when job is conducted to the required standard)</i></th></tr> <tr> <td rowspan="6"> <b>Framework</b>  <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i> </td><td>Demonstrates the Trust's ethos and adopts high standards of behaviour in their role</td></tr> <tr> <td>Knows how to recognise potential child abuse or neglect and follow safeguarding procedures</td></tr> <tr> <td>Motivates others to take responsibility for their own Health &amp; Safety</td></tr> <tr> <td>Participate effectively as a member of a team, motivates staff</td></tr> <tr> <td>Where appropriate, utilise support staff effectively</td></tr> <tr> <td>Efficient and methodical, monitors and attends to detail; checks for errors</td></tr> <tr> <td rowspan="3"> <b>Development</b>  <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i> </td><td>Undertake appropriate professional development to secure progress in your career and stay up to date with the role itself.</td></tr> <tr> <td>Developing practice ensures effective professional contribution across the department/academy</td></tr> <tr> <td>Encourage and support staff to undertake professional development throughout the team</td></tr> <tr> <td rowspan="4"> <b>Leading</b>  <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i> </td><td>Shows supervision skills</td></tr> <tr> <td>Successful establishment of links with the local community and external partners.</td></tr> <tr> <td>Consults at the start and as appropriate throughout the activity and within the team</td></tr> <tr> <td>Willing to accept responsibility for own activities and those of the team</td></tr> <tr> <td rowspan="3"> <b>Task Management</b>  <i>Establishing appropriate courses of action for oneself and others to accomplish.</i> </td><td>Sets tasks and objectives for self and team</td></tr> <tr> <td>Uses good planning tools to manage workload, staffing and projects</td></tr> <tr> <td>Conscientious in adhering to deadlines and perseveres to achieve project tasks</td></tr> <tr> <td rowspan="4"> <b>Communication</b>  <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i> </td><td>Briefs premises staff well, transferring knowledge as appropriate. 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Context	<i>decide upon a course of action.</i>	Knows how to report, record and pass on information	
		Deals with 'task' problems within own team	
	<b>Interfaces</b>	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	<b>Scope</b>	People (directly/indirectly manage)	Act as the line manager to the region's premises staff. Consistently applies highly effective management skills to achieve results Act as a role model promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	Must hold a full, clean, UK driving licence. You will be required to travel between campuses/sites as directed to meet the needs of Greenwood Academies Trust. (individual academies, Greenwood Academies Trust buildings, training events)
	<b>Education, Qualifications and Experience (EQE)</b>	<b>Qualifications/Education</b> <b>Essential</b> <ul style="list-style-type: none"> <li>Educated to GCSE level in English and Mathematics or equivalent</li> </ul> <b>Desirable/Willing to work towards</b> <ul style="list-style-type: none"> <li>IOSH Managing Safely</li> <li>Level 3 Apprenticeship as Facilities Management Supervisor or equivalent</li> </ul>	
		<b>Experience</b> <ul style="list-style-type: none"> <li>Previous experience of premises management within schools</li> <li>Strong knowledge of the main Health &amp; Safety Regulations, and how they apply in a school environment</li> <li>Experience of managing building cleaning standards</li> <li>Knowledge, experience and understanding of the day to day management of a public building, e.g. heating, lighting and maintenance.</li> <li>Able to maintain excellent security in a public building</li> <li>The ability to think and act strategically</li> <li>Excellent communication and influencing skills, in person and in writing</li> <li>Decision making, analytical and problem-solving skills</li> <li>The ability to lead and manage projects and teams including promoting team working</li> <li>Attention to detail but also the ability to see the implications for the bigger picture</li> <li>Have a fair amount of commercial awareness</li> <li>Be able to demonstrate excellent customer service skills and liaising with external organisations successfully</li> <li>Organisation of time management, prioritising and the ability to perform complex, varied workloads.</li> <li>Be confident and fluent in a range of IT packages including the ability to support premises staff; particularly MS Word, Excel, Powerpoint, Publisher, Teams, One Drive, Outlook.</li> </ul>	
	<b>Safeguarding</b>	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check, in order to satisfy our statutory obligations.	
	<b>Data Protection</b>	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.