



## ST PAUL'S ACADEMY

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**[www.stpaulsacademy.org.uk](http://www.stpaulsacademy.org.uk)**

### **Premises Officer**

The Academy is looking for a reliable/motivated person to join our Premises Team. This post is a full-time position, 35 hours per week (shift pattern) 52 weeks per year, with 28 days holiday per year increasing after 5 years

You will be working in a team of 3 other staff and line managed by the Premises Manager

Annual Salary support staff (outer London) Point 15 – 17 depending on experience

St Paul's Academy is committed to safeguarding and promoting the welfare of children and young people; it expects all members of staff to share this commitment. This post is subject to a Disclosure and Barring Service (DBS) check.

Department:	Premises		
Job Title:	Premises Officer		
Salary:			35 hours a week (Shift Pattern) 52 weeks a year 28 days' holiday entitlement
Responsible to:	Premises Manager		

### Job Purpose Statement

To assist the Premises Manager in the overall management of the Academy site and the maintaining of facilities to ensure a high-quality environment that provides a safe, efficient and effective learning and working environment for students and staff.

Shift rota between the hours of 5.00am – 7.30pm **(may be required to work later due to school events throughout the year)**

Job descriptions are subject to annual review, and specific responsibilities may change to take account of the School Improvement Plan and staff professional development.

All staff should promote the school ethos, health and safety and contribute to continuous school improvement.

This job purpose reflects the core activities of the post. As the Academy and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The Academy expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post-holder will be consulted and the changes reflected in a revised Job Purpose.

### Main Duties and Responsibilities

- To assist with the maintenance and upkeep of all buildings, grounds, equipment, fixtures and fittings within the Academy. To carry out specified maintenance work with appropriate training, tools and equipment. The Premises Team endeavour to undertake most tasks internally, therefore an above average ability in practical skills including, but not confined to, carpentry, plumbing and painting and decorating is needed.
- To regularly monitor the cleaning of the premises as determined by the Academy's standards; expectations across the whole Academy are extremely high and must always be maintained.
- To assist in the overseeing of the external security of the site and buildings.
- To assist the Premises Manager in ensuring the safe operation of all mechanical, electrical and other potentially hazardous equipment, fixtures, substances and materials within the establishment.
- To assist with the maintenance of fire, first aid and other emergency equipment, keeping accurate records in accordance with Health and Safety legislation.
- To carry out additional cleaning tasks as required.
- To ensure that furniture and equipment is moved to allow the Housekeeping Team to carry out deep cleaning as scheduled.
- To perform portage duties, including taking delivery and distribution of supplies.
- To assist the Premises Manager in maintaining an overview of the maintenance requirements of the site through periodic and planned inspections and to carry out regular maintenance and adjustments as necessary.

### Skills, Knowledge and Ability

- Experience of maintaining the services of buildings, such as schools or similar establishments.

- Literacy and numeracy of a sufficient standard to perform the duties as listed in the job description.
  - Ability to communicate effectively both orally and in writing.
  - Ability to establish and maintain effective working relationships at all levels and to work successfully as a member of a team.
  - A good understanding of building maintenance requirements and the ability to carry out repairs and maintenance work, for example carpentry, plumbing and decorating.
  - A good understanding of the health, safety and security requirements as it applies to the Academy's premises and the ability to carry out any work, as directed, to ensure that these requirements are met.
  - Knowledge of appropriate good practice relevant to maintenance, security and cleaning of a public building.
- 0 Willingness to learn and apply knowledge of Health & Safety issues to the job role.
- Willingness to support school activities.

#### Health & Safety

- To assist with overall site safety, ensuring the procedures followed by staff and contractors are within Health and Safety at Work legislation. ● To assist with the development and implementation of the Academy's Health and Safety Policy.
- To support fire wardens in the evacuation of the building

#### Personal Attributes

- Ability to work effectively and stay calm under pressure.
- Flexibility to deal with unforeseen circumstances. ● Commitment, enthusiasm and energy for the job.
- Willingness to use Information Technology as appropriate.
- Attention to detail, pride in the school building and presentation of the site, including maintaining very high levels of organisation and tidiness ● Commitment to and willingness to implement the Academy's Equality Policy.