



Premises Officer – Crawford
Candidate Pack 2022

CHASING HORIZONS

Welcome from our Interim Co-Executive Headteachers

Dear Candidate

Thank you for your interest in being a part of the Gipsy Hill Federation. We hope that you enjoy looking through the information provided, and that you decide to apply and join our brilliant team. This is a great place to work and provides real opportunity to progress your career. Our family of six highly inclusive primary schools are all very happy places with genuinely fantastic staff and really lovely children.

We are a values-driven family of schools sharply focussed on community transformation and providing our children and families with life-changing educational opportunities. Think about your skills, expertise and ambitions carefully and apply for a post with us if you like what you see. We encourage you to familiarise yourself with our website for more information. We are an ambitious family of schools and are keen to recruit the very best teachers to join our fantastic team.

Your CPD Opportunities

We provide regular INSET day training for all our staff which will develop you in your role and provide you with the necessary knowledge, resources and attributes to be successful in your post.

Your Career Progression

The size and breadth of our workforce means that we regularly have internal opportunities to progress. For both support staff and teaching staff, there are well-defined career pathways.

The Interview Process

Our interview process consists of the following:

1. A work related task
2. Panel interview (approximately 30 minutes)

Full details of the process will be contained in your interview invite email.

How to Apply

Please email your completed application form and supporting statement to recruitment@ghf.london

Shortlisted candidates will be notified by email. Unfortunately, due to the very high level of response we receive for posts in our Federation, we are unable to inform applicants if they have not been shortlisted and feedback will only be provided if you have had an interview.

Federation Vision

Federation Vision

Our Federation recognises the potential of every individual to achieve excellence. We strive to positively address underachievement and have very high expectations for all members of our school community. We work hard to creatively remove barriers to achievement and raise esteem. We are determined to create a true culture of “learning for all” through meaningful partnerships with the whole Federation community.



Everyone works to provide a welcoming, calm, happy and purposeful atmosphere. Consideration, encouragement of positive role models, respect for others, their property and the environment are our priorities. We aim to deliver a broad, balanced and enriched curriculum in an optimum learning environment that is attractive, stimulating, informative and instils a sense of pride.

From our stated aims, the whole Federation community works to achieve the following objectives:

- A happy, calm and nurturing Federation community;
- A highly stimulating learning environment;
- Mutual respect and understanding;
- An inclusive education free from discrimination;
- Encouragement to make informed and responsible choices about how we behave and the impact of this on others;
- Very high standards and expectations / intolerance of underachievement;
- Access to an exciting, progressive and varied curriculum;
- Development of self-motivation, independence, positive attitudes and confidence, and
- Provide positive and diverse role models. There will be clear evidence of these objectives around the whole school. All adults working here must share, understand and demonstrate the practise of them.



Premises Officer

Job Description including Main Duties and Responsibilities

Salary	Hay 7a - spine point 23-25
Contract	Permanent
Responsible to	Headteacher
Working hours	52 weeks per year – 36 full time
Application deadline	19 th January 2022 - 12noon
Interview Date:	20 th January 2022
	Completed application should be sent to: recruitment@ghf.london

Job Purpose

- To be responsible to Senior Leadership Team for the security, maintenance, heating and ventilation, Health and Safety and other general site services within in the school's establishments in order to ensure an optimum learning environment at all times.
- To provide access to the site and monitor and report on the performance of contractors supplying goods and carrying out services at the school's establishments.
- To perform duties which ensure the effective day to day running and upkeep of the fabric of the school's establishment, ensuring high standards of health, safety and security of pupils, staff and members of the public. Expectations of the level of organisation and attention to detail through presentation of the buildings and site are extremely high across all Gipsy Hill Federation sites. Premises staff has a key role in ensuring this both happens and is sustained practice.

Main Responsibilities

- To be responsible for maintenance and upkeep of all buildings, grounds, equipment, fixtures and fittings within the schools establishments. To carry out specified minor maintenance work with appropriate training, tools and equipment. To undertake repairs, maintenance and decorating of premises, fixtures and fittings as required.
- To liaise with the Headteacher / Executive Headteacher and Finance Team (to ensure affordability), staff in the School and Education Department and external agencies on all aspects of maintenance.
- To be responsible for ensuring the safe operation of all mechanical, electrical and other potentially hazardous equipment, fixtures, substances and materials within the establishment. Ensuring the maintenance of Fire, First Aid and other emergency equipment, keeping accurate records in accordance with Health and Safety legislation.
- To supervise work of: Staff, casual and/or temporary staff and contract workers, including premises/cleaning to ensure maximum quality and value for money.



- To regularly monitor the cleaning of the premises as determined both by the contract and by the standards set by the client monitoring procedures. Expectations across all Federation sites are extremely high and must be maintained at all times.
- Monitoring of grounds and building maintenance contracts and other tendered out services as determined by both the contract and the standards set by the client monitoring procedures.
- Carrying out cleaning tasks not specified in the contract and to undertake major cleaning jobs required. To ensure that furniture and equipment is moved to allow the cleaning contractor to carry out (holiday) deep cleaning as scheduled.
- To maintain an overview of the maintenance requirements of the site through periodic and planned inspections and to carry out regular maintenance and adjustments as necessary. To report all defects in respect of electrical and gas supplies, heating and ventilation plant equipment.
- To assist with carrying out regular checks and maintenance on all firefighting equipment, rectifying defects as necessary.
- To maintain appropriate and comprehensive records in support of all the areas of accountability set out in this job description (e.g. maintenance repairs Health and Safety incidents, security etc.). To provide regular oral and written reports to the Senior Team, Head teacher and Governors as requested.
- To supervise lettings when required and ensure that the school's facilities are not abused and are left in an appropriate state of cleanliness at the end of the letting period. To be responsible for setting out rooms according to users requirements as specified in Federation's Lettings procedures.
- Under direction of the Senior Leadership Team, to take all reasonable steps to maximise the safety of all users of the school. To be responsible for the overall security arrangements of the premises, including ensuring that staff are aware of the Authority's and School's procedures on security.
- To oversee car-parking arrangements and to be responsible for frontline security of the building. To ensure access to the school by contractors and other authorised personnel. To take delivery of all supplies and services provided to the site when directed.
- To act as key holder for the School where required ensuring as far as is practicable, that the security of the site is maintained at all times. To advise the Senior Team and/or other appropriate authorities (e.g. the Police), where any security breaches occur and to make recommendations for improvement and or prevention as and where necessary.
- To ensure, as far as is practicable, that appropriate Health & Safety procedures are observed by everyone who works at or visits the school site. To report and breaches of Health & Safety to the Senior Team. To provide advice and guidance to users of the site as required.
- To actively promote good relationships with parents and the local community.
- To undertake all banking at the direction of the Federation Finance Team (shared across Federation sites to ensure fair distribution of duties).
- Ensuring adequate security arrangements are in place when office staffs are not available to receive visitors/workers.
- To carry out specified minor maintenance work with appropriate training, tools and equipment (e.g. weeding, planting, cutting the grass, watering, pruning, applying insecticides as appropriate, fixing up display boards and decoration of classrooms)
- To provide assistance with the setting up of rooms and hall equipment etc. as requested.
- To implement the Council/School's Equal Policy fully and to work actively to overcome and to prevent discrimination on grounds of race, sex, disability, sexuality or status in any part of the Council's services.
- Supporting the set up and organisation of cross-federation events (all premises staff are required to operate in a Federation multi-site environment)
- To carry out such other duties as maybe required to meet the needs of the school.

Person Specification

Experience

- Experience of engaging the maintenance of under keep of buildings providing services to special staff, particular clients or members of the public.

Skills, Knowledge and Ability

- A good understanding of the Council's Equal Opportunities Policy.
- 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 minor repairs and maintenance work.
- A good understanding of the health, safety and security requirements as it applies to the school's premises and the ability to carry out any work, as directed, to ensure that these requirements are met.
- Knowledge and understanding of appropriate cleaning methods and standards.
- The ability to manage staff and programmes of work.
- Ability to be proactive, take ownership and ensure the regular maintenance of the building (including paintwork etc.) and site are a real priority at all times.
- Knowledge of appropriate good practice relevant to maintenance, security and cleaning of a public building.
- Willingness and ability to carry out and repair, maintenance and decorating tasks of premises and grounds.
- Ability to undertake a wide range of security, maintenance and cleaning tasks.
- Willingness to learn and apply knowledge of Health & Safety issues to the job
- An understanding of the issues associated with Inner City schools and commitment to promoting equality of opportunity in all aspects of school life.
- Willingness to support school activities.
- Willingness to drive the Federation mini-bus / undertake training to do so if you hold a full license
- Physical ability to perform the duties of the post with the support of aids and adaptations if necessary.

Qualifications

- First Aid, Health and Safety, Vocational qualifications (level2) in Caretaking. (Desirable)

Personal Attributes

- Ability to work effectively and stay calm under pressure.
- Flexibility in order 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 to Council's Equal Opportunities Policy.



Equal Opportunities

You are required to

- Implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- Take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

You are required to remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

All staff have a duty to ensure any personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the provisions of the Data Protection Act 2018 (DPA 2018).

This includes an absolute requirement to report to the Headteacher any data breach you witness, hear about or suspect. This applies to all personal data, regardless of whether it is in paper or electronic format.

