



## Premises/Facilities Officer

**Location:** Prosper Learning Trust Academies (currently 5 academies)

**Grade:** N6

**Hours of work:** 37 hours per week, full time across the year

**Responsible to:** Trust Operations Manager

**Job Purpose:** Under the supervision of the Trust Premises Management Officer, you will support the Trust team to manage and improve the estates team activities. This will include providing a comprehensive support service to the academies, assist in improving existing services and the development of integrated facilities management.

**Location:** Mobile. Please note that staff may be rotated to other academies within the Trust to gain skills and experience and to ensure that Trust academies have access to this knowledge bank as and when required.

**Key Outcomes:** The postholder will be expected to have a good understanding of estates and facilities management, health and safety, risk management and the use of compliance management systems. The postholder will assist with the development and implementation of administrative systems and procedures associated with estates activities to ensure the safety of staff, pupils, contractors and stakeholders – ensuring efficiency, safety and value for money.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### Buildings Maintenance

- Assisting the Trust Premises Management Officer in the planning of premises improvement projects across the Trust, to include obtaining planning and building approval, design and specifications, quotations and managing contracts on site.
- Assisting the Trust Premises Management Officer on all matters relating to building projects e.g. capital projects, Health & Safety etc. This would also include acting as the link between appointed contractors and the Trust.
- To support the Trust Premises Management Officer in the completion of maintenance and repair activities of all academy buildings and grounds, which may include (but are not limited to)
  - Painting and decorating
  - Basic plumbing and joinery
  - Maintenance and clearing of drains, traps, sinks and gutters
  - Replacement of light bulbs, tubes and starters, fuses etc
  - Replacement of ceiling tiles
- Regular inspection of all buildings and grounds with respect to appearance, maintenance and health & safety and reporting regularly to the Trust Premises Management Officer.
- Be first point of contact for all Premises/Facilities enquiries to and within the Trust.

- Supervise and co-ordinate the work of contractors, ensuring due diligence has been completed prior to any works taking place, as specified.
- Maintaining accurate and up to date records of all statutory and non-statutory regulations governing school buildings and premises e.g. contractor permits, cyclic maintenance, asbestos reports etc.
- Ensure that requests for repairs and maintenance are
  - Logged on Every system
  - Carried out in a timely manner
  - Document all such repairs and record when completed
  - Inform relevant persons of completion
- Ensure heating systems are operated to maintain required temperatures and that an adequate supply of hot water is available.
- Maintain a record of meter readings on a weekly basis
- Ensure the collection and removal of refuse including recycling, and securing confidential waste and arranging disposal
- Respond appropriately to emergencies or urgent issues as they arise
- Ensure site teams keep Academy grounds free from litter, all paths, hard areas, gardens, shrubs, lawn and water drainage areas to be cleared as required.
- Report any defects seen which may affect security, safeguarding or health and safety
- Ensure all security measures and equipment are effective and in good repair e.g. windows, fencing, door locks etc and to ensure any required emergency repairs to such equipment is carried out.
- To arrange for annual PAT testing across the academies
- To monitor holiday periods from caretakers and ensure appropriate cover is in place as necessary
- To work with Trust Premises Management Officer to maintain a database of the Trust's premises, fittings and fixtures to include details of condition and priorities for planned maintenance and development
- Support the site managers to plan and oversee programmes of planned and reactive maintenance work.
- To support the Trust Premises Management Officer on building, maintenance, security and other related matters within the postholder's area of management.
- To act as point of contact between externally employed site managers and the Trust.
- First point of contact for insurance issues and progress as appropriate

### Health and Safety

- Complying with Health & Safety policies, organisation statements and procedures and reporting any incidents/accidents/hazards and taking a proactive approach to health and safety matters in order to protect both yourself and others.
- Ensure all health and safety compliance records are completed on time
- Ensure all site/premises staff are aware of Health and Safety policies and procedures
- To be aware of, understand and adhere to COSHH Regulations
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so
- To maintain records of DSE assessments
- To allocate Health & Safety training across the Trust
- Embed health and safety management systems within maintenance and compliance activities.
- Undertake a programme of site/activity health and safety inspections and audits – report, make recommendations and follow up progress on implementation.
- Support in the management of incident, accident and near misses/improvement opportunity reporting.
- Advise on appropriate safe working practices and on the control of health hazards at work.
- Undertake and review general and specific risk assessments.

### Additional Duties

- To act as Project Manager for small to medium scale works and liaise with contractors. Meet with contractors and service providers to discuss schemes of work, and produce and provide required documentation.
- To lead on designated facilities projects including working with external parties such as architects, designers, surveyors and other professionals.
- To obtain quotes for works/projects and ensure appropriate purchase requisitions are raised on the finance system and to develop project plans to include monitoring of budgets
- Maintaining records of reactive maintenance to ensure value for money and budget reconciliation.
- To contribute to budget setting meetings relating to maintenance budgets and capital spend projects.
- To contribute to budget setting activities relating to premises and health and safety, and to participate in expenditure plans for planned preventative maintenance, buildings projects and reactive maintenance
- To have shared responsibility/accountability for reactive maintenance budgets and for budgets allocated to capital projects
- Provide training to staff on new systems and procedures and keep appropriate records.
- To prepare statements for insurance claims relating to damages caused during repairs, modernisation, improvements and planned maintenance schemes.
- Contribute to the development and implementation of Trust policies as appropriate e.g. transport, emergency planning, business continuity.
- To ensure that Trust minibuses (including leased vehicles) are serviced and maintained appropriately, have up to date MOTs etc
- Any other duties commensurate with the role.

The Trust will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you may be changed by the CEO to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

## Person Specification

Area	Essential/Desirable
<b>Qualifications &amp; Training</b>	
Comprehensive knowledge of compliance systems (preferably Every Software)	D
To hold or be significantly working towards completion of Level 5 (or equivalent) qualification or be able to demonstrate significant equivalent experience.	D
Recognised health and safety qualification or working towards a qualification (NEBOSH, IOSH or similar) or substantial work-based experience surrounding health and safety.	D
An understanding of health and safety	E
Willingness to develop new skills by participating in continued professional development	E
Evidence of relevant training	E
<b>Knowledge and Experience</b>	
Successful estate and property management experience, including all aspects of engaging and managing contractors	E
Experience of creating and delivering planned maintenance programmes and associated reporting	D
Understanding of key legislation in relation to Premises and Facilities management, including the importance of relevant Health & Safety legislation, processes and practices	D
Experience supporting and reporting on on-going projects	D
Previous experience in a similar setting (education, similar public sector, commercial organization)	E
Experience of working with contractors to request and receive quotations and subsequently plan and arrange works	E
Experience of developing and embedding health and safety management systems	D
Experience of monitoring and managing the reporting of incidents, accidents and near misses/improvement opportunities	D
<b>Skills &amp; Key Criteria</b>	
Competent use of IT across a range of systems	E
Basic project management experience/application	E
Manages own time well to meet competing demands	E
Be able to communicate clearly, both orally and in writing with staff, suppliers, contractors and associated stakeholders.	E
Ability to establish and communicate clear standards and expectations to all stakeholders and staff	E
Understands personal and corporate GDPR requirements	E
Able to act in an understanding and patient manner	E
<b>Personal Attributes</b>	
Confident and conscientious with a strong customer focus	E
A committed team ethos with a flexible and collaborative approach to work	E
Ability to work outside normal trust hours if the need arises	D

Ability to travel to Trust academy locations as required (driving licence holder with business insurance)	E
Demonstrate energy, resilience and the ability to motivate others	E
Able to maintain confidentiality on all Academy/Trust matters	E
<b>Equal Opportunities</b>	
Should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust.	E
Knowledge of equality of opportunity issues and how they can be addressed in schools/academies	D
<b>Safeguarding</b>	
Commitment to the protection and safeguarding of children and young people	E
Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting	D