



## Premises Officer Job Description

### Job Purpose:

To be responsible for all aspects of site management including a wide range of duties connected with the fabric and grounds of the school. This includes security, cleanliness, portage, routine maintenance and refurbishment, minor repairs, advising the School Business Manager and Headteacher on suggested improvements to the general school environment and to carry out pre-planned maintenance programmes. Depending on skills and experience, the successful candidate may also organize contractor visits, carry out grounds maintenance, obtain quotes for suggested works and take on some administrative tasks (tasks in italics).

### Contract:

This is a permanent position starting as soon as possible.

### Hours:

- 20 hours a week
- 43 weeks a year (38 weeks term-time plus the equivalent of 5 weeks' hours at mutually agreed times during school holidays)
- 07:30-09:30 Mon-Fri during term-time with the remaining 10 hours a week to be used as necessary, either extending the morning shift, returning for an afternoon shift or in a block of mutually convenient time to carry out larger tasks, resolve issues or complete projects

### Salary:

- Surrey Pay Scale 5.2 £14,562 per annum FTE £27,634 (\*note this is based on 2025/26 paycales, 2026/27 paycales have yet to be confirmed by Surrey County Council but are anticipated to rise by ~3.3%; once agreed, the increase will be back-dated to the job start date)

### General Responsibilities:

- Ensure that the management of the school buildings and environment are effectively undertaken.
- Carry out routine monitoring of the health & safety of the site.
- Undertake repairs and DIY projects.
- Delegate tasks as appropriate to outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- Facilitate and manage access for contractors.
- Comply with safeguarding policy and procedures.
- Uphold the school's ethos, values, vision and behavior standards.
- Work inclusively with a diverse range of stakeholders to promote equality of opportunity.
- Undertake grounds maintenance.
- *Manage contractor work, from quote through to completion.*

**Premises Management:**

- Carry out day to day maintenance.
- Ensure that the school site, both inside and out, is kept clean, safe and in a good state of repair.
- Liaise with the contract cleaners ensuring all areas of the school are cleaned regularly.
- Carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate records where appropriate.
- Fulfill requests for minor work and repairs in a timely manner.

**Security:**

- Open up the school site every morning during term time.
- Close and lock the gates once the children have arrived at school.
- Monitor site security, check padlocks and boundary fences.
- Visit the school during the holidays to ensure there are no issues.
- Be a key holder and first point of contact for any issues.
- Report any issues or concerns to the Headteacher/ School Business Manager.

**General Site Duties:**

- Set and monitor the school heating and hot water systems including temperature checks.
- Take energy readings on a monthly basis.
- Ensure that the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring grassed area is free of nettles/ thistles/ unwelcome animal deposits, sweeping of leaves etc.
- Help set up the school for meetings as required.
- Manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance to the school is clear and welcoming.
- Ensure access and monitor routine maintenance service checks on all serviceable equipment.
- Ensure all lights are working and fittings are cleaned regularly.
- Undertake inside and outside window cleaning.
- Maintain outdoor equipment.
- Build/ assemble new items of furniture/ sheds/ equipment as appropriate.
- Keep drains and gullies clear to ensuring free flowing water.
- Check mixer valves in pupil cloakrooms.
- Set and monitor exterior lights for seasonal operation.
- Carry out emergency cleaning and repairs.
- Respond to requests for help and assistance from staff in a positive manner.
- Respond to actions following a Health & Safety inspection when necessary.
- Carry out PAT testing of portable electrical equipment (if qualified to do so).
- Carry out grounds maintenance including but not limited to mowing grass, strimming, cutting back bushes and hedges.

**Health & Safety:**

- Maintain high standards of health and safety and welfare and work, take reasonable care for the health and safety of themselves and others.
- Water checks
- Emergency lighting checks
- Fire alarm checks
- Tree checks

- Ensure that all working practices comply with current legislation.
- Provide safe access to the school in the event of snow, ice or flooding.
- Have knowledge of the location of all water and gas stop cocks and electricity power breakers and to be a named contact in the School's Emergency Plan.
- *Maintain the Asbestos Register.*
- *Maintain the Fire Risk Assessment.*

**Administration:**

- Submit orders for items of stock required to complete duties.
- Maintain a log of all inspections and checks carried out.
- Ensure filing of checks, records, manuals and site paperwork is kept up to date and available as needed.
- Liaise with the school office to ensure that the whole site is looking its best for key events and to make sure that works do not clash with other diary entries.
- Establish and maintain a list of repairs and improvements.
- Suggest ways to improve the school site.
- Establish and maintain an audit of all tools and equipment and their state of repair.
- Maintain all tools and equipment in good repair and to be aware of their safe use.
- Ensure mechanical equipment is inspected prior to each use.
- Maintain a list of sheds and contents, ensuring each is neat, tidy and secure so that items are kept safe and can be accessed when necessary.
- Ensure power tools are inspected before use and PAT tested as required.
- Carry out regular H&S inspections and risk assessments as required.
- Facilitate lettings of the school premises.

The job involves physical effort and some outdoor working and lone working.

**Next Steps:**

- Closing date for applications is midday on Monday 1<sup>st</sup> June 2026.
- Interviews will be held on the week commencing Monday 8<sup>th</sup> June 2026.
- For an application form, please see our website [www.meathgreeninfant.org](http://www.meathgreeninfant.org), email or contact the school office on 01293 772708.
- We may choose to interview strong candidates before the closing date so early applications are encouraged.

Meath Green Infant School is committed to safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to obtain an enhanced DBS clearance and the post is subject to satisfactory references.