



Job Description

Role	Premises Officer and Driver
Salary	Scale 2/3 pending job evaluation (pro rated 30 hours per week, split day, 41 weeks)
Job Purpose	To facilitate an effective and efficient daily security, maintenance and repair service for CP Riverside School and develop positive relationships with students. To drive the school minibus for morning student pick ups.
Responsible to	The Business Manager

Key Responsibilities

- To establish productive working relationships with students
- To oversee security of the premises. The locking and unlocking of the premises at the beginning and end of each day. Attending to alarm calls and making the building secure following vandalism or damage as required
- To drive the minibus to collect students and bring them into school in the morning
- To attend to the heating of the premises and ensure required temperatures are maintained and equipment is serviced and working
- To oversee the fire alarm and fire equipment, undertaking appropriate tests and maintaining service records
- Perform handyman duties eg maintenance jobs, and repairs
- Maintaining and cleaning floor surfaces in common areas and the Sports Hall
- Ensuring the exterior hard surfaces including artificial surfaces are kept clean and tidy, empty litter bins and de-icing of hard surfaces in winter months
- Undertaking grounds maintenance work as required
- To give adequate supervision and direction advice to cleaning operative
- When required clean the internal surfaces of glass and windows
- Assisting the Business Manager in ensuring safety and security of the school environment
- Keeping a neat overall appearance of the school and provide a welcoming atmosphere and efficient service
- Disposing of rubbish
- Reporting accidents in line with school policy and procedures
- Attending school meetings when required
- Supporting students in developing positive behaviours

Key Responsibilities of all Staff

- To support the School's ethos and vision
- To contribute to school events as and when required
- To be aware of the schools' duty of care in relation to staff, students, visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities and British values



Premises Officer and Driver

Person specification

For the role of Premises Officer the successful candidate will demonstrate achievement against the following person specification:

Qualification criteria

- A good general standard of education
- Clean driving licence with category D1

Knowledge and Experience

- A building or practical skills background
- Experience of working with young people across the ability range, preferably 13-16 years of age
- Familiarity with Health & Safety in the Workplace

Skills

- Must be able to use standard cleaning and maintenance equipment
- General maintenance and repair skills
- Ability to build good working relationships
- High standards and attention to detail – the ability to achieve and maintain a high standard of hygiene and cleanliness in work undertaken
- Good organisational skills, including planning, prioritising and working to deadlines.
- Good communication skills; the ability to deal with all stakeholders in a friendly manner and with tact and diplomacy when required
- Ability to cope with a varied and demanding workload
- Ability to apply financial knowledge in maintenance of the buildings budget

Personal characteristics

- Ability to engage well with young people
- Fully support the ethos and vision of CP Riverside
- Able to work on own or as part of a team
- A clear communicator
- Ability to work calmly and with patience
- Possess integrity, honesty, enthusiasm and humour