



Christ the King Sixth Form Job Description and Person Specification

Job Title:	Assistant Premises Officer
Responsible to:	Premises Officer
Core Job Purpose:	The provision of the general upkeep of the College premises and providing a safe, secure, clean and warm environment for all site users and visitors.

The main activities and responsibilities are to:

- 1.1 Work as a member of a team responsible to the Premises Officer for assisting in the provision of a premises and security service to the College;
- 1.2 Take responsibility as required by Line Manager for the maintenance and upkeep of premises (and immediate surrounding areas to the college) including buildings, fixtures, fittings and furniture;
- 1.3 Carry out building/grounds repairs and report defects to the Line Manager;
- 1.4 Engage in preventative maintenance in order to eliminate potential hazards;
- 1.5 Follow site maintenance program schedule of works;
- 1.6 Monitor contractors on site including cleaning and ground maintenance, ensuring safety procedures are adhered to and work completed satisfactorily;
- 1.7 Keep time-on-job checks and appropriate record of equipment tests;
- 1.8 Be responsible for the delivery of fuel, water and verification of accuracy of amounts including water, gas and electric meter readings;
- 1.9 Carry out all opening and closing duties on the site as required;
- 1.10 Maintain a safe and healthy environment referring all hazards to the nominated Health and Safety Officer for the College;
- 1.11 Carry out all cleaning duties as requested by Line Manager;
- 1.12 Carry out all portage duties as requested by Line Manager.
- 1.13 To greet and direct visitors as required/general reception duties.

- 1.14 Access control.
- 1.15 Undertake regular patrols around the college to ensure the safety and well-being of staff and students.
- 1.16 Ensure a smooth traffic flow of students through corridors and stairwells, assisting students with on-time arrival to class and to assigned locations.
- 1.17 Assist with disruptive students and to report to senior staff.
- 1.18 Take part in professional development activities including appraisal.
- 1.19 Promote equal opportunities for students and staff.
- 1.20 Undertake other tasks as required by the Principal, after due consultation.
- 1.21 Assist/contribute to emergency procedures on site.
- 1.22 Conflict management on site as required.
- 1.23 CCTV monitoring.
- 1.24 Possibility of cross college working.
- 1.25 Assisting in the maintenance/service of college vehicles.
- 1.26 To assist the college in providing 10 letting events which will be incorporated within your salary.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person Specification/Selection Criteria

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the College.
- 2.2 Ability to work unsupervised.
- 2.3 Strong organisational and time management skills, with the ability to prioritise tasks.
- 2.4 Flexibility and the ability to work calmly, under pressure and to have a good sense of humour.
- 2.7 The ability to work effectively in a team and with a range of people.
- 2.8 Ability to communicate effectively with staff, students, contractors and visitors.

- 2.9 Competent in use of computer systems.
- 2.10 Experience of undertaking general maintenance tasks.
- 2.11 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.
- 2.12 The ability to communicate well with young people and to have an understanding of some of the challenges they face.