

LONGFORD PRIMARY ACADEMY



JOB DESCRIPTION

Position: Premises Officer

Dates:	Closing Date 3rd December (Expressions of interest)
Grade:	Level 5
Salary:	£18,672 - £20,541 PA - Pro Rata
Location:	Longford Primary Academy, Cannock
Contract Type:	Permanent
Contract Term:	25 hours Per week
Hours/Work – Start Date	Monday – Friday – (from 1st January 2019)

Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children are seeking to appoint an Administration Officer

Key Duties / Responsibilities:

Key duties:

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
2. Act as the designated key holder for the school premises
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
4. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
5. Arrange emergency repairs
6. Arrange regular maintenance and safety checks
7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
8. Monitor stock and order supplies
9. Undertake general portage duties, including moving furniture and equipment within the school
10. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
11. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
12. Monitor the work of and manage cleaning and other site staff.
13. Oversee and make decisions on all planned maintenance.
14. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
15. Facilitate lettings and carry out associated tasks, in line with local agreements
16. Handle small amounts of cash for the purchase of materials to carry out repairs.
17. Any other duties appropriate to the post.

We offer:

- Enthusiastic, happy children
- The chance to work with staff who are friendly, skilled, willing to learn and love their jobs
- Outstanding CPD opportunities
- Supportive professional environment
- The opportunity to work amongst a pro-active team.

Closing date:

Closing date for applications is **Monday 3rd December 2018**

Interviews:

Interviews will take place from Wednesday 5th December

Longford Academy is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Longford Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Disclosure and Barring Service (DBS).

Application packs are available from the school office.

Please contact school office on **01543 227410**

Contact Details:

Applications obtained by contacting the school directly and returned to:

Mrs J Tipper

Longford Primary Academy

Tel: 01543 227410

Email: office@longford.staffs.sch.uk