

Ravenswood School Job Description

PREMISES COORDINATOR Salary Grade – JG6.19 (20 hours per week – 39 weeks per year) Line Manager – Headteacher

Job Purpose:

1. To promote and support the school in fulfilling its aims by maintaining and developing its positive ethos through self-evaluation and improvement.
2. To ensure the premises and grounds are maintained and developed to a high standard.
3. To act as Health & Safety Officer, ensuring a safe, secure and welcoming environment for pupils, staff and visitors.

To whom postholder reports: Headteacher

Persons line managed by postholder: Permanent and casual caretakers.

Responsibilities

Premises - Ensuing a safe and welcome environment

1. To act as Health and Safety Officer for the school and ensure all audit compliance procedures are in place. Monitor compliance actions and arrange remedial works. Ensure routine H&S actions and inspections are carried out. Act as 'Responsible Person' for asbestos and legionella.
2. To act as Fire Safety Co-ordinator for the school and ensure that all identified Health and Safety risks are dealt with swiftly and effectively and report to the Headteacher any situations which potentially pose a danger to any person on the school site.
3. Monitor the progress of requests for minor repairs and maintenance work, ensuring appropriate records are maintained. Purchase items required for premises maintenance and building projects in accordance with school procedures.
4. Line-manage and supervise the caretakers, ensuring they maintain a safe, welcoming and secure environment for pupils, staff and visitors and maintain safe working equipment for school use.
5. Plan small works to maintain and improve the school premises, using best value principles in appointing contractors and high quality monitoring procedures to ensure we achieve good outcomes.
6. Once capital works have been approved by the Governors, or the Headteacher, write specifications for the works seek tenders and ensure that best value principles are achieved in selecting contractors and high quality monitoring procedures to ensure we achieve good outcomes.
7. Plan and monitor spending on premises and health & safety against budget heads.
8. Monitor the schools maintenance contracts including cleaning and grounds maintenance.
9. Co-ordinate groups of volunteers to help maintain premises and grounds.
10. Provide progress reports and feedback to school Governors.
11. Be a keyholder and a member of the School Emergency Response Team

General

1. Co-operating in performance management and taking responsibility for continuing professional development.
2. Undertaking any professional duties as reasonably determined by the Headteacher.