



Job Description – School Premises Officer

Reports to: School Business Manager / Headteacher

Location: Avondale Park Primary School & St Anne's Nursery School

Key Purpose of the Role:

To ensure the school premises, grounds and facilities are maintained to the highest standard of cleanliness, safety, and security. The post holder will take pride in the school environment and play a vital role in supporting the operational needs of both school sites.

Main Responsibilities:

Premises Management

- Take overall responsibility for the safe, secure, and effective day-to-day running of both school sites.
- Act as a keyholder, managing site access including unlocking/locking procedures and the operation of alarm systems.
- Monitor and maintain site infrastructure, including heating, lighting, water systems, energy usage, and mechanical services.
- Conduct and record regular statutory compliance checks such as fire alarms, emergency lighting, water flushing, and legionella control, ensuring adherence to COSHH and all Health & Safety regulations.
- Maintain accurate records of risk assessments, statutory inspections, and contractor visits.
- Liaise with external contractors and service providers, ensuring work is completed safely, efficiently, and to a high standard.
- Oversee the maintenance of all site boundaries, playgrounds, footpaths, drains, and car parks, ensuring they are safe, accessible, and free from obstruction.
- Monitor and manage ongoing premises projects and contracts in accordance with agreed plans and timelines.
- Maintain and update the school's maintenance log using the Federation's premises system (currently Every) to track jobs, prioritise issues, and log completion and follow-up.
- Support all approved lettings and after-school activities outside of core hours or term time, ensuring premises are safe and ready for use.



- Identify potential hazards and implement appropriate risk mitigation measures, restricting access to unsafe areas where necessary.
- Promote continuous improvement by identifying and implementing practical site enhancements aligned with school and Federation priorities.
- Ensure efficient use and storage of materials, tools, and consumables to support value for money and sustainability.
- Carry out minor repairs and general maintenance (painting, joinery, plumbing, etc.)
- Identify and report areas requiring repair or improvement.
- Oversee cleaning contractors and support with cleaning during staff absences or emergencies.
- Manage site furniture, equipment, and deliveries.

Health & Safety

- Ensure the school site complies with all health, safety, and fire regulations.
- Support evacuation procedures and drills.
- Monitor and update the school's premises risk assessment.
- Liaise with the School Business Manager and Headteacher regarding health and safety matters.
- Work with the SBM to produce health and safety reports and updates and feedback to the Governing Body's Premises Committee

Other Duties

- Support with lettings and school events (occasional evenings/weekends)
- Manage the school's site inventory and ensure stock control for premises and cleaning related consumables
- Attend training as required for premises-related matters (e.g. legionella, fire safety).
- Report safeguarding concerns immediately in line with school policies.
- Undertake such other duties as the Headteacher will direct
- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change.