

Job Description and Person Specification

Post Title: Premises Officer

Reports to: Property & Assets Officer

Scale: 3

Politically Restricted: N/A

Overall Purpose

To provide caretaking, cleaning and security duties at the main Council Offices including basic DIY duties.

Key Roles, Tasks and Responsibilities

1. Unlock/secure offices and barriers daily Monday to Friday including setting and disarming intruder alarms.
2. Undertake general DIY duties such as basic plumbing, carpentry, decorating, etc at the main offices, including maintaining equipment and ensuring equipment is legally compliant through PAT testing, and carry out PAT testing where required for other Blaby District Council equipment.
3. Provide static Guard cover where required for Council, public meeting and any ad-hoc requests for extra support to employees working in the main reception area due to irate members of public.
4. Attend call outs where required in conjunction with the external security company.
5. Undertake caretaking and cleaning duties in accordance with work programmes and specifications.
6. Undertake a range of general portering duties as required.
7. Respond to any spills, or urgent cleaning issues.
8. To ensure that a formal handover is done between shifts, and that all two person jobs are undertaken during the overlap of shift patterns.
9. Undertake the setting up of rooms in accordance with the booking requirements.
10. Hoist and lower flags in accordance with the specified dates.
11. Check the property services mailbox, referring to the Property & Assets Officer where required.
12. Gritting of the Council Offices paths, entrances & exits where required.

13. Provide paper from storage to allow printers to be refilled.
14. Collection and disposal of confidential waste.
15. Litter picking and emptying bins in external areas of Council Building.
16. Servicing and cleaning of vending machines and drink dispensers, checking and reporting on stock levels.
17. To assist and carry out such duties that may be required by the Property & Assets Officer.
18. To undergo designated training sessions or meetings as necessary, which may be out of normal working hours and/or other establishments as may be required.
19. To complete awareness training surrounding Legionella, Asbestos and working at heights and implement the legionella responsibilities associated e.g daily outlet flushing.
19. To adopt of culture of continuous improvement to ensure maximum efficiency, outcome and accuracy levels are achieved.

Post Characteristics

Allowances: casual car user, overtime allowance when required

On call/emergency situations: N/A

Security/safeguarding checks: None

Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

- Knowledge of how to undertake general building maintenance and repair by undertaking general DIY tasks, incorporating general plumbing, putting up shelving, painting and decorating, etc. (3,4*)
- Knowledge of good practice regarding cleaning duties, including COSHH regulations

Experience

Essential:

- Previous experience in similar role, or good standard of DIY experience in a domestic setting (3,4*)

Desirable:

- Experience of working in a similar role or environment (3,4*)
- Knowledge of cleaning practices and procedures to enable general housekeeping duties to be carried out (3,4*)

Skills/Abilities

Essential:

- Ability to work on own initiative, managing conflicting priorities
- Ability to resolve day to day queries (3,4*)
- Basic DIY skills in carpentry, plumbing and decorating (3,4*)
- DIY and general portering skills (3,4*)
- Ability to manage time effectively and ensure deadlines are met (3,4*)
- Good communication skills with a variety of audiences, including internal and external customers such as Contractors, key stakeholders and partners (*3,4)
- Ability to understand regulations and procedures regarding legionella testing and relating to fire marshal duties (*3,4)
- Ability to undertake cleaning duties as required (*3,4)

Desirable:

- Proven communication skills in a similar environment (*3,4)
- Analytical problem solving, judgemental or creative skills (*3,4)

Qualifications/Training

Essential:

- First Aid or willing to work towards (3,4*)

Willingness to undertake the following training:

- Asbestos awareness (full training given)
- Legionella awareness (full training given)
- Working at Heights (full training given)
- Fire Marshall (full training given)

Desirable:

Ability to undertake general painting and decorating within the building (*3,4)

Other

Essential:

- Ability to get into the office promptly for emergency call outs (3,4*)

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

Job Description and Person Specification details:

Reviewed by: Property and Assets Officer

Latest Version Date: July 2026

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