



BROCKINGTON COLLEGE – JOB DESCRIPTION

- Job Title:** Apprentice Premises Officer
- Hours:** 37 hours per week and normal working hours are 8am to 4pm Monday to Friday. There is a need for a Premises Officer presence on site from early morning to late evening, therefore, hours of work may be on a shift pattern, if necessary and after discussion.
- Salary:** National Minimum Wage for Apprentices is £3.30 per hour. However, this position offers comprehensive training experience and qualifications that will support an application to the permanent position of a Premises Officer after one year with a salary upwards of £14,000.
- Responsible To:** Site Manager
- Job Purpose:** To contribute to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds which ensures that students/customers have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities. This is a Leicester College Apprenticeship Training Agency vacancy where you will be employed by Leicester College and complete the practical training with the host company 'Brockington College' in Enderby, Leicestershire.

MAIN DUTIES AND RESPONSIBILITIES:

MAINTENANCE

1. To supplement the college's other premises staff to provide a rapid response to urgent repairs.
2. With the assistance of other premises staff, to generally provide a service to upkeep and maintain the college buildings and environment. Carry out any required minor repairs and improvements under the direction of the Site Manager.
3. Continually monitor and check heating, ventilation and other environmental systems of the college to ensure that statutory conditions within the college are adhered to.
4. Notify Site Manager of faults in heating systems, tools and equipment.
5. To respond immediately to emergencies such as power failures and leaks and to ensure that the Site Manager is kept informed of the situation.
6. To liaise with appropriate colleagues to ensure that work is carried out in an efficient and workmanlike manner.
7. To keep the Site Manager informed of any work which is considered necessary to be carried out giving due regard to the safety of the occupiers of the college.
8. To carry out such other duties as may be required by the Site Manager in accordance with college policy.

CLEANING

1. Clean specified areas daily, to include buildings, external walkways, drives, grounds and gullies. This may involve the use of heavy industrial equipment.
2. Carry out additional cleaning duties as directed by the Site Manager.
3. Ensure a safe environment in and around the college by clearing up hazards, spillages, broken glass etc.
4. Clean and upkeep equipment used in course of duties.
5. To undertake 'litter picking' and other tasks associated with maintaining the grounds in a clean and tidy state for students, staff and other users.

SECURITY

1. Ensure security throughout the site and buildings, including checking premises, shutting windows, and locking doors, as necessary.
2. Make building available for staff/public outside normal college hours. Check and secure premises when vacated.

GROUNDS

1. Regularly maintain garden areas, borders, raised bed planting, hedges, removal of weeds to ensure that the college environment is kept tidy.

MATERIALS, TOOLS AND EQUIPMENT

1. Regularly restock toilet requisites.
2. Carry out basic electrical checks on all equipment and tools used on a regular basis, to ensure proper safety standards are applied.

CAR PARKING

1. Continually monitor and check that only authorised users are using the car park.
2. Monitor the use of the car park to ensure that people park in a safe manner and do not obstruct others.
3. Locate owners of cars that are causing an obstruction.
4. To supervise parking arrangements for major whole-college events.

SUPPLIES DISTRIBUTION

1. Carry out furniture removals within the college as required.
2. Receipt, collect and distribute goods from the delivery point to their destination within the college.

OTHER DUTIES

1. To set up the hall and other rooms as requested to ensure that lessons and activities can take place without disruption or delay.
2. To carry out lettings duties as required, following agreed procedures to ensure that lettings can take place without disruption, delay or cancellation.
3. To undertake any additional reasonable responsibility at the discretion of the Principal.

SUPERVISORY AND MANAGERIAL RESPONSIBILITIES

1. None

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a Disclosure and Barring Service check being carried out at an enhanced level regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Brockington College will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.