

Thomas A Becket Junior School
JOB DESCRIPTION
PREMISES OFFICER and GROUNDSMAN

Location: Thomas A Becket Junior School
Job Title: Premises Officer and Groundsperson

Post accountable to: Premises and Facilities manager / Headteacher
Hours of Duty: Basic number of hours will be 37 per week (to include approximately 15 hours per week of Grounds Maintenance and an element of cleaning time as necessary and determined by the Premises Manager). (N.B. Hours of duty may have to be varied from time to time to meet the needs of the school).

Purpose of the Job

To maintain the school buildings, services, and grounds to ensure they are safe, functional, and well-presented. This role plays a key part in supporting the school's learning environment through high standards of maintenance and care.

Key Responsibilities

Building Maintenance and Management

- Carry out day-to-day maintenance and repair of school buildings and facilities.
- Conduct minor decoration and preventative/reactive maintenance.
- Replace or repair furniture, fixtures, and fittings.
- Assist the Premises Manager in managing contractors, ensuring Health & Safety compliance at all times.
- Record monthly utility consumption (e.g., water, electricity, gas).
- Test fire alarms and maintain logs accordingly.

General Facilities and Cleaning

- Supervise cleaning staff, ensuring adequate cover and task distribution.
- Perform cleaning tasks when necessary to maintain hygiene and cleanliness.
- Organise and assist with the movement of furniture and equipment.
- Manage receipt, storage, and distribution of deliveries.
- Ensure safe use, care, and storage of equipment and tools.

Security

- Ensure the site is secure at all times, complying with security protocols.
- Maintain secure custody of school keys.
- Report any security breaches promptly.

Health and Safety

- Ensure full compliance with all Health and Safety regulations.
- Conduct regular safety audits, including water testing and risk assessments.

School Activity Programmes

- Assist with school lettings and coordinate facility use for events.
- Help prepare the site for events such as school fairs, firework night and parent evenings.

Grounds Maintenance

- To prepare and maintain a range of sports surfaces such as football, cricket and rounders pitches, tennis and netball courts as well as maintaining the whole outside environment to the highest possible standard.
- Regular tasks will vary according to the season, time of year and the surface being prepared, but they may include:
 - Maintain a clean, litter free environment
 - Control and remove weeds as and when required which will be dependent on the time of year and season
 - Accurately set out and mark out sports pitches and playing areas per seasonal requirements
 - To keep all hedges / trees properly trimmed and to keep the ivy and other shrubs cut so they do not encroach on windows
 - Operating both light and heavy equipment and machinery
 - Driving tractors which tow or have one of a variety of machines attached
 - Snow clearance and gritting pathways during adverse weather which pupils, staff and visitors have access
 - Clear gutters to ensure proper water drainage.
- As part of the Groundsman role, you must also ensure that all equipment is checked and correctly set before each use and only used in accordance with the manufacturers' instruction manuals.
This will also include the cleaning, maintaining and safely storing all equipment after use, for which training can be provided as required

Hours and environment

- Grounds Maintenance hours must be worked flexibly within the full time hours of the Premises Officer & Groundsperson role. They are dependent on the time of year/season and any special events the sports pitch, court or grounds will be used for.
- The role is physically demanding and largely outdoors in all weather conditions.

Training

- Training will mostly be on the job, with specialist training provided as needed to ensure safe and compliant working practices.

Additional duties

- May be added to the post advertised and one or all can be included in the job description, remuneration for which will be made to the employee for the relevant duties undertaken, either on a regular or ad hoc basis.
- The nature of the post warrants the occupant being on call as required. Hours of work would be agreed in advance and are flexible for the candidate:
Duties include:
 - locking the School Site in the afternoons
 - Locking up after external lettings

Thomas A Becket Junior School and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. We are an equal opportunities employer. The postholder must maintain confidentiality in all matters related to pupils, staff, and the school.