

Job Description: Premises Officer

Thank you for your interest in becoming our Premises Officer at Co-op Academy Florence MacWilliams.

Co-op Academy Florence MacWilliams opened its doors in September 2024 in temporary accommodation, welcoming our founding cohort of 120 Year 7 students. Through collaboration with the Local Authority and the DfE's Free School program, Co-op Academy Florence MacWilliams is an important addition to Stoke-on-Trent's educational landscape. For September 2025, we will transition into our state-of-art facility, expanding each year until reaching full capacity of 1150 students in 2030.

Why Choose Co-op Florence MacWilliams?

Thriving in a Collaborative Community: Joining Co-op Academy Florence MacWilliams means becoming an integral part of the larger Co-op network, one of the UK's most successful Multi-Academy Trusts. You will become part of a dynamic community where peers connect locally and nationally sharing valuable resources, knowledge, and best practices.

Streamlined organisational Support: Our organisational structure is meticulously designed to support our staff. This strategic approach allows you the freedom to focus on your strengths, ultimately contributing to the enhancement of educational outcomes for the academy's students.

We Care: At Co-op Academy Florence MacWilliams, we are committed to creating something special, a culture of high expectations with the ways of being and our PACE principles at the heart of everything we do. Our goal is to provide an exceptional educational experience for our students and to foster a community where everyone feels valued and supported.

This innovative approach to our school day and calendar enables the incorporation of an extra two weeks of holiday into the academic year, providing both students and staff with shorter, more rejuvenating term times.

If you have what we are looking for, we would love for you to take the initiative and apply to be part of a team that is not just building a school but shaping the future of education in Stoke-on-Trent.

Premises Officer

Salary / grade range	Level 5: SCP's 7-12 - 37 hours per week, £25,584- £27,711
Location	Co-op Academy Florence MacWilliams
Reports to	Deputy Headteacher

Purpose of role:

- To be responsible for the maintenance and security of the academy premises and site, ensuring a safe environment.

Key accountabilities (and specific duties / responsibilities):

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
2. Act as the designated key holder for the academy premises.
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
4. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
5. Arrange emergency repairs.
6. Arrange regular maintenance and safety checks.
7. Safeguard & promote the welfare of pupils/students through your own actions complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
8. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
9. Monitor stock and order supplies.
10. Undertake general portage duties, including moving furniture and equipment within the academy.
11. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards to line manager immediately.
12. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment in line with other schedules.

13. Monitor the work of and manage cleaning and other site staff.
14. Oversee and make decisions on all planned maintenance.
15. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
16. Facilitate lettings and carry out associated tasks, in line with local agreements.
17. Manage a small budget for the purchase of materials to carry out repairs
18. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.
19. Safeguard all students, ensuring the safety and well-being of both students and staff.

NOTE: This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Personal attributes required (based on job description):

All Attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> Working at or towards National Occupational Standards (NOS) for facilities management. Knowledge and skills equivalent to NVQ Level 3 	 (A) (A)
Experience <ul style="list-style-type: none"> Knowledge and expertise in minor maintenance and repair. 	(A, I)
Skills, Ability, Knowledge <ul style="list-style-type: none"> Knowledge and compliance with policies and procedures relevant to child protection and health and safety. Working knowledge of IT and information systems An ability to understand and utilise new systems - Desirable Excellent communicator on all levels with the ability to liaise effectively with external agencies - Desirable Ability to use initiative and identify priorities - Desirable 	 I (A, I) (A, I) (A, I) (A, I)

Personal Qualities

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| <ul style="list-style-type: none">• Ability to work within a team• Flexible working when required• Ability to work to deadlines• Ability to deal with confidential issues professionally and calmly• Commitment to equality of opportunity and the safeguarding and welfare of all pupils | <ul style="list-style-type: none">(A, I)(A, I)(A, I)(A, I)(A, I) |
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Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnership.