

## Job Description

**Post Title:** Premises Officer

**Evaluation:** A5074

**Grade:** N5

**Responsible to:** Senior Lead, Finances, Marketing and Premises

**Responsible for:** N/A

**Job Purpose:** To provide support to the Senior Lead, Finances, Marketing and Premises to ensure that all learners have a comfortable and safe learning environment in which to learn across all Newcastle City Learning premises.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Act as the lead site officer in building and facilities management and security. Liaising with Council property services to ensure that all necessary repairs and refurbishments are carried out in an efficient and cost-effective way to continue to provide a safe and welcoming environment for learning to take place. Liaising with external contractors where necessary and maintaining relevant records and providing direct supervision and support where necessary.
- 2 Liaise with those individuals carrying out site safety fire risk assessments and fire safety inspections to ensure successful outcomes for the service. Including ensuring that any required actions are undertaken.
- 3 Prepare written reports, general risk assessments, fire risk assessments and fire safety plans, make recommendations and follow up progress on implementation.
- 4 Ensure that all relevant service contracts and PAT testing activities are undertaken in a timely way.
- 5 Take a lead on the implementation of the service's fire evacuation procedures to ensure that the service is ready to undertake a real evacuation in a safe and organised fashion, including liaising with the fire brigade in the event of a real fire.
- 6 Liaise with Facilities supervisors to ensure work is carried out as required and regular building and premises checks are being carried out and recorded to support the delivery of our activities at all sites.

- 7 Provide suitable basic fire safety training to new managers and staff within Newcastle City Learning, to ensure their knowledge and skills are up to date in order to safeguard their learners.
- 8 Provide suitable basic first aid training to managers and staff within Newcastle City Learning to ensure their knowledge and skills are up to date in order to safeguard their learners.
- 9 Liaise with contractors and internal works people to make sure the jobs are completed to the required standard.
- 10 Supporting curriculum teams to ensure that all practices are safe when working with learners including external trips
- 11 Maintaining the fire precautions file for each building and ensuring that all related records are up to date.
- 12 Take a lead on ensuring that the appearance of our buildings is conducive to learning, including regularly supervising the updating of displays around our learning environments.
- 13 Support tutors and managers with PEEPS (plan for a person who may need assistance, for instance, a person with impaired mobility, to evacuate a building or reach a place of safety in the event of an emergency).
- 14 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.