

Senior Premises Technician (Estates/Grounds)

Job Description & Person Specification

Contract Type:	Permanent, 52 weeks per year
Hours:	37 hours / Part of a rota working either 07.00 to 15.00 or 10.00 to 18.00 Monday to Friday
Salary:	DOE £31,067 – 31,586
DBS Disclosure Level:	Enhanced
Reports To:	Facilities, Health and Safety Manager
Role Purpose:	<p>To undertake grounds maintenance at The Dorset Centre of Excellence under the supervision of the Facilities, Health and Safety Manager and Managing Director. To carry out a range of duties to contribute to the security, safety, and maintenance of the premises, under the supervision of the Facilities, Health and Safety Manager.</p> <p>To lead and oversee a team of Premises Technicians including allocating work rosters, leave periods and managing the on-call service.</p>
Key Responsibilities:	<ul style="list-style-type: none"> • To ensure that all necessary paperwork is accurate and presented on time. • To undertake routine maintenance to manually operated equipment as shown and directed. • To drive vehicles and equipment as required for ground maintenance operations. • To support new staff inductions in relation to facilities, health and safety. • To specify work, supervise and direct the grounds maintenance staff and contractors. • To assess and monitor contractor services on-site against agreed specifications, reporting to the Facilities, Health and Safety Manager matters of concern regarding standards of work. • With the Facilities, Health and Safety Manager to be responsible for the overall security of the site and to arrange for the locking of the site following end of use and to provide appropriate levels of security (e.g. out of schools hours) for lettings and other related activities. • To ensure that the maintenance and servicing of heating and other plant and monitoring heating requirements as necessary. • To undertake routine grounds maintenance work as detailed on work schedules and as directed. • Where necessary, to work alongside other Premises Technicians to undertake seasonal grounds work including maintaining outdoor areas through tasks such as leaf blowing (both hand and tractor), bramble and hedge cutting, pruning, and tree maintenance, including felling, logging, thinning, and regular checks.

	<p>Duties also involve clearing driveways, paths, ditches, and wooded areas of debris, as well as maintaining beds, borders, and lawns through mowing, strimming, de-weeding, and grass seeding.</p> <ul style="list-style-type: none"> • Additional responsibilities on grounds include chemical spraying, salting paths in winter, general wood maintenance, and assisting with school projects such as fencing and play areas. • Occasional work in the Walled Garden and Farm, along with other ad hoc groundskeeping tasks, may also be required • To inform the Facilities, Health and Safety Manager or Managing Director of mechanical defects or breakdowns to team vehicles and equipment. • To ensure the area allocated to the team is kept clean, tidy, and secure at all times. • To attend training courses to improve skills as requested. <p>Caretaking Responsibilities</p> <ul style="list-style-type: none"> • To assist the Facilities, Health and Safety Manager in making any arrangements to cover periods of absence of other keyholders. • To be responsible for locking and unlocking site premises outside of normal school hours and for setting security alarm systems, as required. • Responding to security alarm or other call outs in accordance with agreed procedures. • To assist the Facilities, Health and Safety Manager to arrange regular checks on alarm systems and fire extinguishers and report on any problems arising. • To identify and report building, furnishing or fittings deficiencies to the Facilities, Health and Safety Manager or Managing Director and to undertake any remedial action that may be authorised and appropriate. • To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work. • To be responsible for taking the delivery of stores, goods and equipment and arrange storage or distribution as required. • To exercise responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates safely and efficiently. • To ensure that adequate supplies of fuel and water are always available and to maintain the supply of supplementary mobile heating, as may be necessary. • To assist the Facilities, Health and Safety Manager with monitoring usage of electricity, water and any other fuel. Taking such meter readings as may be required.
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	<ul style="list-style-type: none">• To maintain staff and pupil cloakroom and toilet facilities in working order and that appropriate supplies of consumables are available.• Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
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This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

PERSON SPECIFICATION – Senior Premises Technician (Estates/Grounds)

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. Previous experience with Health & Safety procedures.	E
	2. Previous experience with site maintenance and site supervision.	E
	3. Demonstrable sound knowledge of grounds maintenance type duties, and proven experience in grounds maintenance, landscaping, or estates management	E
	4. Supervisory experience in a similar role.	E
	5. Proven ability to lead and motivate a team effectively, fostering a positive and productive working environment.	E
	6. COSHH trained.	D
	7. Chainsaw certification (CS30/CS31) or willingness to obtain.	D
	8. PA1 & PA6 pesticide spraying certification or willingness to obtain.	D
	9. Clean full driving licence.	E
Skills & Knowledge	10. Able to respond to Health & Safety Hazards, and knowledge of health and safety regulations related to grounds maintenance and building upkeep.	E
	11. Experience in general building or site maintenance.	E
	12. Able to identify and respond to problems arising.	E
	13. Able to maintain the strictest confidentiality and integrity at all times.	E
	14. Confident written and verbal communication skills with the ability to relate to a range of stakeholders, including staff, contractors, and visitors.	E
	15. Highly organised and efficient and able to work to tight deadlines, often under pressure.	E
	16. Able work under your own initiative.	E
	17. Ability to work as part of a diverse team.	E
	18. Able to promote the safeguarding and welfare of children and young people across the Company.	E
	19. Experience of working in an education setting.	D
	20. Previous experience in caretaking or security responsibilities.	E
Personal Attributes	21. Physically fit and capable of carrying out manual outdoor work in all weather conditions.	E
	22. Willingness to work outside of normal hours when required (e.g., call-outs, security checks).	E
		E

	23. Supportive and approachable leadership style, with the ability to delegate appropriately and resolve issues confidently.	E
	24. Commitment to developing team members and promoting collaborative working.	E
	25. Ability to drive and operate vehicles and machinery safely.	E
	26. Ability to inspire confidence and trust in others.	E
	27. Leads by example with a strong work ethic, professionalism, and commitment to high standards.	E
	28. Ability to influence others' practice positively.	E
	29. High level of attention to detail and pride in maintaining a well-kept environment.	E
	30. Promoting the ethos and values of the Company to all stakeholders.	E
	31. Commitment to maintaining confidentiality.	E
	32. Commitment to safeguarding and equality.	E
	33. Pro-active, enthusiastic, resilient, and positive with an open mind to change.	E
	34. Flexible approach.	E