



core clapton

Job Title: **Premises Officer**

Reporting to: Centre Manager

Hours: 20 hrs per week (flexible, occasional weekends where needed)

Salary: £22,000 to £24,000 pro rata

Annual leave: 22 days excluding bank holidays

#### **About CORE Clapton**

Core Clapton was founded to bring health, happiness and movement to the whole community. Based in an Edwardian hall in Clapton we offer classes, activities and therapies specialising in Osteopathy.

As a registered charity we provide affordable osteopathy and wellness classes to those in the community that can't afford it. We are able to do this by charging full fee to those able to pay and by generating revenue from hiring out our facilities for events such as conventions or weddings.

We are a London Living Wage employer and are dedicated to equality and fairness. BAME minorities encouraged to apply.

#### **Description of the role**

We are looking for a highly organised and motivated person to efficiently and effectively maintain our flagship clinic in East London. As Core Clapton's Premises Officer, you will be responsible for ensuring that the building is fit for purpose each day as well as liaising with key staff and contractors to ensure the safe and proper maintenance of all facilities is accomplished.

As the Premises Officer it will also be your role to ensure that all health, safety, security and environment regulations, policies and procedures are adhered to at all times. You will also ensure that all the facilities are in good working order and that the spaces are clean and tidy, liaising with contractors for minor works, on-site maintenance, cleaning etc.

You will have the task of ensuring the building is in the right and proper condition for a wide variety of events that are held at the centre in the various spaces available for hire, such as fitness classes, corporate functions, music events, conferences and weddings.

The above is a summary of main duties only, other duties may be required to be fulfilled to meet the changing nature of this role.

#### **Principal Duties/Tasks and responsibilities**

- Responsible for the day-to-day maintenance of the building. Duties will include locking and unlocking of the premises, being a primary key holder, attending call-outs, maintaining stocks of cleaning materials.
- Ensuring the cleanliness of the premises; this will involve liaising with cleaning contractors for weekend deep cleans plus the weekly light clean of the common areas and clinical rooms (to include replenishing consumables (such as toilet rolls, soap), cleaning of toilets, plus litter picking and reactive response to unforeseen occurrences.

- Carrying out or overseeing building maintenance which comprises all preventive, remedial and upgrade works required for the upkeep and improvement of the building. This may include disciplines such as painting and decorating, carpentry, plumbing, glazing, plastering, and tiling.
- Following maintenance, testing and inspection schedules to ensure that the facility is operating safely and efficiently, to maximize the life of equipment and reduce the risk of failure. Ensuring statutory obligations are met.
- Maintenance, inspection and testing for all of the fire safety equipment and systems and keeping records of compliance.
- Understanding and ensuring compliance to health, safety, security and environment policies and regulations at all times.
- Maintaining daily and weekly facilities reports.
- Coordinating and organising with teams for post-event clean-up.
- A DBS check will need to be carried out for this role, if you have an Enhanced DBS issued within the last 12 months then that would be desirable, but this will be carried out if you are accepted for the role.

### Person Specification

#### Qualifications

- Previous working experience as a Caretaker or Premises Officer.

#### Skills/characteristics

- Highly organised and self-motivated person who can efficiently and effectively manage a wide range of tasks and objectives.
- Skilled in DIY to be able to make repairs, carry out general maintenance and decorating
- Able to supervise cleaning staff and liaise with contractors to include obtaining quotes for works etc.
- Understanding and the implementation of Health and Safety and security procedures as required by legislation.
- Good verbal communication skills in order to deliver effective internal communications and relationship management.
- A good standard of written English/ICT skills will be required as accurate record keeping forms part of this role.
- Excellent organisational and time management skills; proactive problem solver.
- Reliability and discretion: you will often learn of confidential matters.
- Ability to work well under pressure and prioritises tasks, as directed as well as using own initiative.
- A team player.

### About you

We are looking for someone who shares the same values as us and believes in our mission. If you are passionate about health and wellbeing and building communities of people who care for each other no matter their background, we want to hear from you.

Please send your CV and covering letter to [info@coreclapton.org](mailto:info@coreclapton.org) outlining how your knowledge and experience is suited to the job description, why you are keen to work with Core Clapton and why you would make an excellent addition to the team.