



JOB ADVERTISEMENT

POST TITLE: PREMISES OFFICER

Post location: Akure, Nigeria

Job Ref: BT20203

The British Transatlantic is an educational institution providing cutting edge national and international education to students from post primary level. The college is an independent boarding school for boys aged 7 -18.

JOB DESCRIPTION

Job Family: NON ACADEMIC

Job Purpose: Reporting to the School operations Assistant.

This is an exciting opportunity for an experienced Premises Officer to work on a brand-new, state of the art purpose-built site located in Akure, Nigeria. You will be responsible for all general maintenance and upkeep duties required to ensure a safe and attractive environment for students and staff. You will be responsible for maintaining the school premises, security, safety and cleanliness. Duties will include preventive work and safety checks, as well as running repairs and the supervision of outside contractors. This position would be a satisfying job for an individual with knowledge of basic security protocol, who can demonstrate practical skills in general maintenance, gardening as well as painting and decorating, basic electricity and DIY skills.

JOB DUTIES:

Maintenance

1. To carry out cleaning, landscaping, clearance, gardening and general maintenance works to communal areas in accordance with and written and/or verbal specification.
2. Work with other caretakers, contractors and office staff in the management schemes.
3. Complete general maintenance, repairs, painting and decorating in and around the school facilities
4. To provide assistance to the Estates team as required for items such as;
5. Aid in keeping the college grounds, building and immediate area in a presentable and safe condition
6. Undertaking minor repair tasks, particularly related to signs, fixtures and fittings.
7. Assisting with the maintenance of carpets and furniture
8. Moving furniture and setting up for events/activities
9. Providing general support to school events/activities
10. Undertaking general site cleanliness tasks including picking up litter
11. Assisting with managing and disposal of waste
12. Assisting with pest control
13. Assisting with routine maintenance of school vehicles
14. Driving designated school vehicles (as and when required)
15. Assisting with emergency situations

16. Attending school meetings as directed
17. Undertaking other general duties as directed

Physical surveillance and intelligence functions

1. Undertake the supervision of the site and the maintenance and security of the buildings
2. Ensure the school site is opened and closed at the designated time and to guarantee the school is free from intruders and is safe for students, staff and visitors.
3. To provide support for a safe and secure environment for all college staff, students and visitors
4. Ensure that only enrolled students and authorised visitors are on the college premises.
5. To give assistance to College visitors and members of the public as required.
6. To monitor and support School CCTV and security team.
7. To ensure all incidents are recorded and brought to the attention of the SOA.
8. To diffuse potentially difficult situations in a tactful and appropriate manner.
9. To provide support to members of staff in potentially difficult situations with students or unauthorised visitors.
10. Locking and unlocking the School as required, activating and de-activating intruder alarm as applicable.
11. To act as a member of the College First Aid team.
12. To carry out routine patrols of College building and grounds.

Gardening

1. You'll make sure that all our gardens and grounds are beautifully presented.
2. Soil cultivation, digging, forking, mulching, watering, raking, weeding edging, bed preparation and planning
3. To keep the gardens, thoroughfares and highway footpaths clear and free from litter at all times
4. To propagate and raise plant material suitable for bedding and pupil projects
5. To prepare and plant seasonal planters and hanging baskets
6. The pruning and thinning of shrubs
7. The planting, staking and aftercare of trees
8. Undertake hedge trimming and general clearance
9. Lawn mowing and cultivation
10. The use and maintenance of hand tools and basic light machinery and plant
11. The use of cylinder and rotary mowers, strimmers and leaf blowers
12. Adjustment of mower height and quality of cut, etc. Oil level checks and check for damage to any mower
13. To ensure all equipment, machinery and buildings are secure
14. To apply chemicals where appropriate
15. To drive the school vehicle when required
16. To maintain the school pond
17. To support in the planning and implementation of projects concerning the development and enhancement of school sites
18. To liaise with teachers and other members of the school community concerning the development and enhancement of school sites
19. To draw up plans and designs for small landscape projects in school grounds
20. To project manage the implementation of plans and designs for landscape projects in School
21. To provide advice, designs and planting schemes and immaculately looked after, sharing your love of outdoor spaces with students, staff and visitors.

Points to Note:

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

SELECTION CRITERIA

Area	Criteria	Methods
Experience	<ol style="list-style-type: none">1. Have practical experience in the use of equipment/machinery (including mowers, strimmers, hedge trimmers, blowers and garden hand tools2. Horticultural knowledge preferred3. Good communication skills4. Professional and polite with excellent customer service skills5. You must be able to work to a high standard, with a keen eye for detail, demonstrating care and thought in the tasks performed6. Conscientious and good time-keeper7. Good DIY skills	Application and Interview
Aptitude & Skills	<ol style="list-style-type: none">1. Driving license with good driving skills2. Problem solving skills	Application and Interview
Professional Training	N/A	Application
Education & Qualification	<ol style="list-style-type: none">1. Educated to Technical College or National Diploma level2. Police clearance certificate	Application

Conditions of Service

The post is offered on a full-time, open-ended contract. The salary will be within the Administrative Services job family Grade **(N360,000.00 – N420,000.00 per annum)**; starting salary to be confirmed on offer of appointment. This salary also attracts performance bonus.

The appointment will be subject to the organisation's normal Terms and Conditions of Employment for Operational and Administrative staff, including possible salary increase after probation period.

Applications

How to apply: interested applicants to request for application form via email: jobs@btcnigeria.org. Please note that CV alone will not be considered.

Closing Date:

The closing date for receipt of applications is **20th July 2020**.

Interviews will be held on week commencing **Monday 27th July 2020**.