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| <b>Job Description</b> | Premises Manager                |
| <b>Hours</b>           | 25 hours per week               |
| <b>Grade</b>           | Grade 6 Spinal Point Range 9-12 |

#### **Job Purpose**

- To work proactively under the direction of the Head Teacher or other nominated member of staff, to provide an effective Premises Management service in all matters relating to the satisfactory operation of the school's buildings, grounds and equipment at our School including maintaining high levels of cleanliness, general maintenance, security and Health and Safety, acting as an advisory and support service to the Head Teacher.
- Responsibilities for the management of premises related to Health and Safety records across sites.
- To contribute to the overall ethos/aims of the school.

#### **Security**

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
2. To lock / unlock the school building and exteriors as required, including out of hours when necessary
3. Act as the designated key holder for the school premises, providing emergency access to the School under the direction of the Head Teacher
4. Carry out regular checks of alarm systems, locks, fire safety regulations, security gates and perimeter fencing, and ensure any necessary repairs are actioned
5. To liaise with police, security and surveillance contractors when necessary and under the direction of the Head Teacher

#### **Maintenance**

1. Working with the Head Teacher and School Business Manager, providing advice on the annual long term maintenance requirements to support a cost-effective maintenance programme
2. To undertake minor appropriate repairs and DIY projects, (i.e. not requiring qualified craftspeople) as agreed
3. To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is in good condition
4. To organise and carry out minor decoration programmes as agreed with the Head Teacher
5. To organise and carry out minor improvement work, e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Head Teacher
6. To operate and maintain heating plant and lighting systems
7. To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
8. To undertake regular maintenance and safety checks, completing required paperwork
9. To collect and assemble waste for collection by disposal agents
10. To oversee cleaners ensuring a high standard of cleanliness

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11. To undertake cleaning duties as necessary, i.e. removal of graffiti, litter and specialised cleaning tasks
12. To co-ordinate and accept deliveries to the School site where necessary
13. To monitor performance of contractors and record performance against specified standards
14. To ensure the cleanliness and safety of School grounds, i.e. leaf disposal, playground/pathway/snow clearance
15. To liaise / oversee onsite contractors, checking that work is completed to the required standards within required timescales
16. To ensure specialised sports equipment is maintained in accordance with specified standards
17. Responsible for overseeing for general maintenance inspections within specialist areas, such as heating, lighting and plumbing to ensure safe and effective operation (including CCTV and alarms)
18. Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the School Business Manager / Headteacher

#### **Resources**

1. To advise on matters relating to energy control and conservation
2. To contribute to planning, development and organisation of systems / procedures / policies / plans
3. To create and maintain a purposeful, orderly and productive working environment
4. To ensure timely and accurate design, preparation and use of specialist equipment / resources / materials / records
5. To undertake safety audits of the premises and assist with relevant risk assessments as required
6. To provide training to staff as required on premises and Health and Safety related matters
7. To promote and ensure the health and safety of pupils, staff and visitors at all times
8. With the Head Teacher and School Business Manager, manage and monitor premises related expenditure

#### **Organisation and Supervisory/Managerial**

1. To demonstrate and assist in the safe and effective use of specialist equipment/materials
2. To provide specialist advice and guidance as required
3. To provide portaging duties, e.g. moving furniture and equipment where necessary
4. To assist the School Business Manager in the management, administration and operation of the lettings system
5. To monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
6. To direct / supervise cleaning staff and ensure cleaning is in accordance with specification
7. To liaise with the School meals service contractors in relation to their use of the site and provision of their service, where appropriate

#### **Responsibilities**

1. To provide briefing papers and reports as required for the quarterly Governor Resources Committee meetings
2. To be responsible for maintaining records, information and data, producing analysis reports as required
3. To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions

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4. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
5. To participate in training and other learning activities as required
6. To recognise own strengths and areas of expertise and use these to advise and support others
7. To ensure compliance by self and others with all health and safety policies and procedures
8. To ensure safe use by self and others of equipment and materials
9. To establish constructive relationships and communication with contractors and other agencies / professionals
10. To attend and participate in regular meetings in relation to premises management
11. To treat all users of the School with courtesy and consideration
12. To present a positive personal image, contributing to a welcoming School environment which supports equal opportunities for all
13. To promote and ensure the health and safety of all pupils, staff and visitors, (in accordance with appropriate health and safety legislation) at all times
14. Undertake risk assessment, ensure compliance within the school with health and Safety including COSHH regulations
15. Carry out any other duties, commensurate with the post, which from time to time may be necessary for the good order of the School, as directed by the Head Teacher

#### **General**

- Remain up to date with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice. This may include attendance at external events and conferences to be able to contribute proactively to changes to and developments of new processes
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To participate in training and other learning activities as required
- To recognise own strengths and areas of expertise and use these to advise and support others
- To ensure safe use by self and others of equipment and materials
- To establish constructive relationships and communication with all stakeholders, both internal and external
- Carry out any other duties, commensurate with the post, which from time to time may be necessary for the good order of the School, as directed by the Head Teacher

#### **Person Specification**

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|----------------------------------|--|
| <b>Qualifications / Training</b> | <ul style="list-style-type: none"> <li>• NVQ 3 or equivalent qualification</li> <li>• Good numeracy / literacy skills / GCSE (or equivalent) Maths and English</li> <li>• Specific training in specialist area</li> <li>• Willingness to undertake induction training</li> </ul>   |
| <b>Experience</b>                | <ul style="list-style-type: none"> <li>• Handyperson experience</li> <li>• Caretaking / cleaning / site-keeping experience in a school or similar environment</li> <li>• Building Maintenance</li> <li>• Security, including alarm systems</li> <li>• Working with contractors</li> <li>• Working within a team</li> </ul> |

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|-----------------------------|---|
| <b>Skills and Abilities</b> | <ul style="list-style-type: none"> <li>• Willingness to develop knowledge and use of ICT and other specialist equipment / resources</li> <li>• Working knowledge of relevant policies / codes of practice legislation</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to plan, organise and prioritise</li> <li>• Ability to relate well to children and adults</li> <li>• Knowledge of Health &amp; Safety procedures and precautions</li> <li>• Knowledge of COSHH regulations</li> <li>• Awareness of health and hygiene procedures</li> <li>• Knowledge of moving and handling procedures</li> <li>• Willingness to participate in development and training opportunities</li> </ul> |
| <b>Personal Qualities</b>   | <ul style="list-style-type: none"> <li>• Commitment to promoting ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> </ul>  |

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