

Regent College

Inspiring.... Achieving.... Progressing....

Principal: Mr P. Wilson

Post:	Premises Manager
Designation:	Support Staff Contract,
Start Date:	Immediate start. Temporary post until July 2017 (possibility of permanent thereafter).
Salary:	Sixth Form Colleges' Support Staff Scale 33 (37 hours a week, all year £25,811).
Responsible to:	Assistant Principal Corporate Services
Purpose:	To effectively manage internal, agency and contractor staff in the relevant departments to ensure that the college's facilities are in an excellent and safe condition with the highest possible standards of safety and cleanliness for use by students, staff and visitors.

Key Duties:

- Security:
 - Working with the Duty Officer and the security team to be responsible for the security of the premises and its contents at all times.
 - To ensure that arrangements for securing the premises are robust.
 - Arrange for regular security checks to be undertaken and advise on how security risks can be minimised alongside the Duty Officer.
 - Key holder and opening and / or locking up responsibilities as well as emergency call out responsibilities.
 - Oversee provision of alarm systems where appropriate.
 - Provide emergency access to the site.
 - Liaise with police where appropriate.
- Routine Maintenance and Repairs:
 - To ensure that all routine maintenance tasks are completed within a reasonable timescale including 'hands on' repair and delegation to the premises officers.
 - Identify defects and record repair / maintenance needs.
 - Regular site inspections.
 - Manage routine maintenance, repair schedules and specialist repairs.
 - To be the budget holder and operate within budget.
 - To deal with all emergencies such as burst pipes, floods, fires breakages etc.
 - Supervise the maintenance and upkeep of all specialist equipment inclusive of specialist sports equipment.
 - To liaise with external contractors ensuring best practice, excellent standards and value for money e.g. arrange service and maintenance tenders and contracts.
- Planned Maintenance:
 - To ensure that a programme of planned maintenance is in place and adhered to.
 - Preparing specifications for routine, repeat scheduled maintenance and small capital refurbishment jobs; gaining estimates / quotations, recommending the award of contracts and project management on site.

- Hands on and delegated duties to the relevant teams in line with job requests, general repairs and maintenance.
 - To control the budget for planned maintenance.
 - To liaise with external contractors ensuring best practice and value for money.
- Building Works: To liaise as necessary with project managers and contractors.
- Cleaning:
 - To manage the internal and contractor cleaning teams to ensure that the building is clean and tidy at all times.
 - Undertake specialist cleaning tasks and / or delegate to the cleaning team / contractors.
 - Monitor stock control of cleaning and maintenance materials.
 - Update and enforce cleaning processes and logs with a view to constant improvement.
- Health and Safety:
 - To act as Health and Safety Officer for the College, dealing with all aspects of health and safety including (but not limited to) management of the accident book, induction for new starters, workstation assessments (in connection with HR), Health and Safety risk assessments (in line with HSE guidance / rules) etc.
 - Promoting and disseminating the requirements for ensuring the health and safety of all students, staff and visitors.
 - Reporting to the Health and Safety Committee and preparing an annual Health and Safety report for governors.
 - Supervise fire safety equipment, ensure adequate provision and manage the emergency evacuation procedures.
 - To liaise with the emergency services.
 - Health and safety policies and procedures.
- Grounds:
 - To ensure that the grounds of the College are well maintained and presentable at all times.
 - To liaise with external contractors ensuring best practice and value for money.
- Energy Conservation:
 - To implement policies as agreed with relevant managers.
 - Liaise with the energy section of Leicester City Council on energy monitoring and audit matters.
 - Promote energy conservation among staff and students.
- Risk Management:
 - To feedback to the Risk Champion any areas of risk that need to be updated in the College Risk Register.
 - Undertake all risk assessments for the college.
- Logistics:
 - To be responsible for receipt and transportation of all deliveries.
 - To arrange the movement of furniture and heavy equipment with regular 'hands on' support where required.

- Lettings:
 - To make appropriate arrangements for those hiring the premises and ensure that the College Conditions of letting are complied with.
- Line Management:
 - Manage the planning, development and monitoring of premises services.
 - Line management, induction, performance monitoring, training and appraisal of Premises Officers and cleaning staff and contractors against the college's policies, procedures and KPIs.
 - Manage records, information and data inclusive of analytics and reporting.
 - Responsibility for creating and sustaining / improving the current physical working environment.
 - Meet all deadlines in a timely manner.

Generic Duties to all Staff

- Attend relevant meetings with curriculum and other departments as appropriate.
- Committed to equality, diversity and safeguarding practice with young people and vulnerable adults.
- Contributing to promotional activities.
- Participating in the college staff appraisal programme.
- Other reasonable duties/activities required by the Principal and / or college managers / employees.
- To support the College's mission, vision and strategic objectives.
- To implement the College's equal opportunities policies and to actively challenge discrimination on the grounds of protected characteristics or status in the College.
- To participate and contribute to staff development.
- To implement the College's Health and Safety Policies and practices.
- To implement the College's commitment to continuous improvement and its quality assurance process.
- To maintain up-to-date knowledge of current developments in relevant fields of education.

Note

This job description allocates key duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post and is subject to review following consultation.

Person Specification for Premises Manager

	Essential	Desirable	How assessed*
Education and Qualifications			
Good level of education to (at least Level 2 in English and Maths standard or equivalent)	✓		AF/Cert
NVQ level 3 in an appropriate discipline or appropriate experience at a management level.	✓		
COSHH qualification (or willingness to achieve this)	✓		
NEBOSH qualification (or willingness to achieve this)	✓		

IOSH in managing safely & working safely (or willingness to achieve this)	✓		
Food hygiene qualifications. (or willingness to achieve this)	✓		
Skills, Knowledge and Experience			
Full knowledge of the Health and Safety at Work Act	✓		AF/IV/T
Two years' experience in an Estates / Premises / Health and Safety role in a management / supervisory capacity as a minimum.	✓		AF/IV
Good working knowledge of Microsoft Office packages including Outlook, Excel, PowerPoint and Word	✓		AF/IV/T
Experience of using databases	✓		AF/IV
Experience of working in a Sixth Form College or other educational / public sector establishment.		✓	AF/IV
Awareness of Health and Safety, estates and premises / facilities requirements in a listed building.	✓		T
Good literacy and numeracy skills	✓		T
Excellent organisational skills and the ability to prioritise workload effectively	✓		AF/IV
Good interpersonal and communication skills	✓		IV
Personal Attributes			
Ability to learn quickly and change priorities to meet the needs of the Department	✓		IV
Ability to be adaptable and flexible	✓		IV
Ability to work effectively as part of a team and lead that team	✓		IV
Ability to use initiative to solve problems within sphere of knowledge	✓		IV
Discretion, professionalism and ability to maintain confidentiality	✓		IV
Competencies <i>Support staff should be able to demonstrate competency in the following areas:</i> Communication Planning and Organising Working Together Student support. Adaptability/Flexibility Coordination and leadership.	✓		AF/IV

*Key to how skills are assessed:

Cert = Certificates (checked on joining the College)

AF = skill assessed via application form

IV = skill assessed via interview

T = skill assessed via test/work-related task at interview

Non-Contractual Benefits

- Free use of the sports hall / gym facilities on site.
- Local government career average pension scheme.
- 34 days annual leave inclusive of college closure days and bank holidays (rising to 37 after five years' service).
- Employee assistance programme and wellbeing initiatives.
- Free onsite parking.