



Premises/Site Manager

Job Description

Job Purpose

Line managed by the Bursar for the efficient performance of duties in relation to the maintenance, security, cleaning and safety of the building and site.

Responsibility for the management and operation of premises related functions at the school to include all buildings, grounds maintenance, security, cleaning and Health and Safety.

To ensure that the school gives a positive first impression to all stakeholders of the building and that pupils, staff, hirers, visitors and contractors can work in it effectively and safely, ensuring compliance with legislation as it relates to this post.

The Site Manager will come into contact with a wide range of staff, students, parents and other visitors and should provide a welcoming environment at all times.

Key responsibilities

- to provide effective management of the school site and grounds, including building fabric, services, utilities, energy and health and safety, in order to enhance the learning environment for staff and students
- to manage contractors, site visitors and premises staff, to ensure the services they provide fit with the school's needs and expectations of Health and Safety.
- Assist the Bursar in managing all premises related contracts and services and the efficient management of renewals and all associated paperwork
- Under the general guidance of the Bursar, to ensure School and Health and Safety compliance
- Management of security matters; acting as main key-holder.
- To work with the Bursar on a site development plan, to ensure the maintenance and upkeep of the existing site.

General

- Carry out emergency cleaning duties during the school day.
- Undertake minor repairs and maintenance tasks which are within the post holders' competence and arranging for other repairs to be carried out by a contractor as appropriate in liaison with the Bursar
- Order materials and equipment required for use by the premises/cleaning team, ensuring correct levels of stock are maintained.
- Locking and unlocking; activating and de activating alarms.
- Assist Bursar in obtaining quotes and estimates to comply with best value.
- Supervise contractors on site and check and sign off works completed.
- May be required to operate school minibus; organise cleaning and maintenance.

- Ensuring compliance by periodic inspections of all areas, ie gas inspections/legionella /fire appliances etc. and related paperwork, in conjunction with Bursar
- Assisting in agreed procedures relating to lettings/functions and ensure areas are returned to normal use on time.
- Move and distribute furniture, equipment and stores as required.
- to ensure maintenance requirements of the school are met and to plan projects particularly around the school holiday periods.

Buildings

- to have the skills to undertake a basic range of maintenance related tasks such as basic carpentry, plumbing and electrical works
- to undertake regular inspections of the premises, to determine the need for repair and maintenance work; to maintain the appropriate paperwork.
- To take a proactive approach to preparing, with the Bursar, long and short term plans for maintenance, decoration, repair and improvement of the school premises to also include classroom furniture. This plan would be required each year for inclusion in the development and budget plan
- To manage the completion of surveys such as asbestos, electrical, PAT, periodic inspections and related paperwork
- Manage security of buildings during periods of lettings and extended school days
- To oversee the appropriate collection and disposal of waste.

Health and Safety

- To be aware of and comply with school policies and procedures relating to child protection, health and safety and security.
- To support the Bursar in reviewing the health and safety policy and implementing recommendations
- To attend Health and Safety Committee meetings; once per term.
- To assist Bursar in maintaining Health and Safety records
- To ensure the Fire Alarm system, escape routes, fire extinguishers and emergency lighting are checked and records kept and to organise regular drills.
- To work with the Bursar to ensure the development and maintenance of regular risk assessments throughout the school.

And any other duties delegated by the Headmaster and Bursar.

Skills and Experience

Essential:

- Knowledge of general building maintenance practices and ability to carry out hands-on repairs in person.
- Knowledge of ICT systems (Excel, Word, Outlook); use a computer competently
- Good interpersonal skills to promote positive working relationships with school staff, third party staff and all other stakeholders.
- Ability to take the initiative and be proactive
- Clear view of what high standards and performance look like

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- Ability to multi task and set priorities
- Honesty and integrity
- An understanding of Health and Safety
- COSHH
- Full driving licence and willingness to drive the school mini bus on occasions
- A willingness to work flexibly, as and when required.
- A sense of humour.
- To support the aims and values of the School and an understanding of the business needs of the School.

Desirable:

- Experience of working in a school environment
- Experience in line managing
- Health and Safety Qualification
- Qualification in electrical /plumbing work.
- Hold recognised training/qualifications associated with premises management
- Risk assessment experience