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| **Grade** | **Job Title** | **Capsule job profile** | **Competencies** | **Qualifications, Training and**  **Development** |
| **S6**  £21,563 -  £25,313pa  FTE  36 hours per week/52 weeks per year | **Facilities and**  **Premises Manager**  Mon – Fri  8.00 am – 4.00 pm  Additional hours as required for duty cover for caretaking absence  Lunch breaks to be scheduled according to the needs of the business  Holidays to be taken during school closure and scheduled according to the needs of the business | Directly responsible to The Partnership Head of Facilities & Premises.  Directly responsible for the Oxted School caretakers.  To be responsible for ensuring the safety and security of the School site through co-ordination and management of the Caretaking team. To maintain and improve the School facilities providing practical solutions and alternatives to meet the needs of both internal and external customers.  Health & Safety   Co-ordinate and manage the health and safety reporting process including attendance at regular Health and Safety Committee meetings   Be responsible for organising health and safety inspections of the School premises & facilities. To ensure any remedial actions required are identified and carried out by the School’s Facilities team in a timely fashion   Be the first point of contact for dealing with health and safety issues, be knowledgeable on procedures and specific contacts and duties   Ensure risk assessments are undertaken as necessary in respect of manual handling, display screen equipment, control of substances hazardous to health, noise and personal protective equipment. Refer outcomes to The Partnership Head of Facilities and Premises | Post holders should demonstrate the competencies identified from the list below:   Excellent administrative and inter-personal skills   Excellent time management, well organised and able to prioritise workload, both individual and shared   Hardworking and committed   Proactive and adaptable   Punctual   Excellent attention to detail   Physical ability to carry out manual handling tasks e.g. lifting, climbing and moving of items   Able to work to under pressure and to deadlines   Able to work alone or in a team   Highly confidential   Uphold and support the  School’s policies and | Line Management experience is essential.  Good general education. Knowledge of basic site  maintenance and good practices  in building services e.g. heating, plumbing, carpentry, electrical  etc. is desirable.  Proficient in writing reports and producing excel spreadsheets.  Experienced in the use of Microsoft Office to include Word and Outlook.  Training and development may include:   Induction training   On job training   Training for specific responsibilities of the job   Safeguarding training   Support Staff Appraisal   The job holder will be expected to participate in training and personal |

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|  |  | Fire & Security   Review, maintain and implement the fire safety procedures working with The Partnership Head of Facilities and Premises and the Head of School   Undertake an annual risk assessment survey of the School site security. Report outcomes and recommend enhancements where appropriate by reporting to line management   Ensure appropriate site security systems are in place, including opening and closing at the beginning and end of the school day as required   Be a key holder for the school   Be a point of contact on all security and emergency call outs   Respond to security issues in a timely manner, liaising with the Police as necessary  Site Maintenance   Arrange and manage effective repairs and improvements, liaising where directed with private contractors   Plan an annual programme of maintenance works under the direction of The Partnership Head of Facilities and Premises, monitoring the quality and delivery of projects by external contractors and by the school’s own Facilities team | procedures on the safeguarding of young  people | development opportunities   Maintaining a current minibus licence and driving as required  The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Baring Service (DBS).  We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. |

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|  |  |  Co-ordinate and carry out incoming maintenance requests from staff, including the organisation of furniture and delivery moving, cleaning and all other facilities related issues   Co-ordinate, manage and carry out any facilities, site, building, refurbishment or relocation-related projects where the size of the project can reasonably be managed internally, under the direction of The Partnership Head of Facilities and Premises   Liaise, where necessary, with appropriate Local  Authority Officers   Respond to all meeting room requests from staff, scheduling in the appropriate calendar   Maintain premises and facilities related records under the direction of The Partnership Head of Facilities and Premises and make returns as required by the school and the Local Authority. These include but are not limited to: Condition Survey Report, Asbestos Register, utility consumption, cleaning return, insurance claims   Provide accurate and regular information in a timely manner as required by The Partnership Head of Facilities and Premises and Head of School   Monitor standards of grounds care and report outcomes to The Partnership Head of Facilities and Premises   Promote, co-ordinate and manage the Lettings process both internally and externally, liaising with |  |  |

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|  |  | other managers as appropriate and responding to call outs as necessary   Co-ordinate the maintenance and servicing of the school minibus, keeping records up to date as appropriate, including tax and insurance  Cleaning   Monitor standards of cleaning provided by the school’s cleaning staff or contract cleaning staff reporting outcomes to The Partnership Head of Facilities and Premises  Portering   Manage and carry out the provision of a portering and furniture moving service to ensure supplies are in place and School activities proceed   Be prepared to take the School minibus test and drive the School minibus as required  Monitoring   Any other reasonable duties as required by your Line  Manager   Maintain confidentiality in and outside the workplace with particular regard to data on the school’s computer systems   Be pro-active in matters relating to health and safety   Support the aims and ethos of the School, setting a good example in terms of dress, behaviour, punctuality and attendance |  |  |

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|  |  | Line Management   Undertake Support Staff Performance Management as required. Set objectives regularly and review   Manage the existing Facilities team dealing with associated administration, such as holiday requests |  |  |