

PREMISES MANAGER

Job Description

Salary:	£23,894 to £29,994 depending on the experience and capabilities of the successful candidate.
Responsible to:	School Business Manager.
Hours:	Full time. 40 hours per week, with extra hours as required, but not exceeding 48 hours in any given 7 day period.

William Tyndale Primary School is looking to recruit a responsible, committed and energetic person who will ensure that the school's premises are maintained to the highest possible level, with health and safety of students, staff and visitors at the core.

Main responsibilities and tasks

Security

- Ensure the opening and securing of the premises.
- Attend to all matters relating to the alarm system, including responding to and setting of the school alarm, liaising with the police, key holding company and Security Company.
- Alert the Headteacher and School Business Manager to any risk to a breach of security.
- Open and close the school for evening use at times as arranged by the School Business Manager.
- Maintain accurate electronic records of all site allocated and master keys.
- Act as first key holder for out of hours call outs if the school alarm is activated.

Health and Safety

- Implement all aspects of the school's health and safety procedures as documented, and review these annually in conjunction with the School Business Manager.
- Assist the School Business Manager in carrying out and recording a termly Health and Safety risk assessment of the site, updating the Premises committee each term and complete any actions arising from the assessment.
- Patrol the site to check for hazards, damages and intruders when opening and closing and record any actions electronically.
- Participate in regular emergency evacuation practices and keep appropriate records.
- Liaise with the School Business Manager to deal with emergency situations in accordance with the school's Health and Safety policy.
- Test the fire alarm system weekly, ensuring that any defects are dealt with, and keep appropriate records.
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction.
- Ensure that dangerous substances and equipment are used and stored safely and a COSHH register maintained.
- Maintain playground areas and outdoor equipment, checking their condition weekly.
- Clear snow and ice, salting and gritting as required.
- Ensure toilet rolls, paper towels and soap are replenished in the relevant areas: classrooms, lavatories, kitchens, etc.
- Clean floors and/or furnishings after any incidents have occurred.
- Ensure a school temperature of 18 – 22 degrees Celsius is maintained.

Management and Administration

- Be responsible, on a termly basis, for planning and managing a maintenance schedule in consultation with the School Business Manager.

William Tyndale School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of all its pupils. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

- Respond to all reasonable requests, commensurate with the role, as made by the Head Teacher and School Business Manager.
- Submit and follow up maintenance requisitions in consultation with the School Business Manager, only ordering materials within budget guidelines.
- Ensure that documentation relating to the premises is kept up-to-date at all times, including records of meter readings, health and safety, and all other scheduled servicing and maintenance checks.
- Liaise with contractors and other professionals as directed by the School Business Manager.
- Order stock for daily maintenance and hygiene in a timely fashion e.g. tissues, hand towels, toilet roll.

Services, Maintenance and Repairs

- Ensure maintenance, repairs and inspections of equipment are conducted in accordance with school health and safety regulations.
- Note, monitor and report any defects in the school buildings to the School Business Manager, and arrange for repairs and works to be carried out by contractors where own ability is not sufficient.
- Carry out minor maintenance work and repairs that do not require the employment of a contractor.
- Ensure the correct signs are on display e.g. exit, first aid signs.
- Ensure that the premises are adequately heated, ventilated and lit, appropriate to conditions. Take the necessary steps to ensure the most efficient operation and use of the lighting and heating of the premises including maintenance and operation of the plant.
- Monitor and maintain the school's electronic Servicing Checklist under the supervision of the School Business Manager, including planning statutory checks, and book contractors accordingly in a timely fashion.

Contractors

- Manage contractors to ensure that they complete their work in a proper and timely manner in compliance with all health and safety rules.
- Report any problems/concerns about the work of the contractors on site to the School Business Manager.
- Ensure that risk assessments and method statements are available for all work on site and that permits to work are issued, completed by the contractor and filed.

Cleaning and Hygiene

- Be responsible for the safe and hygienic collection and disposal of body fluids e.g. vomit and dog waste found within the school premises.
- Ensure that the school playground is swept and litter is removed, and be responsible for the removal of all debris from the roof, paths, play areas, flowerbeds and all entrances.
- Be responsible for additional cleaning that is not covered by the in-house cleaning team, e.g. steam cleaning carpets.

Lettings

- Prepare the required accommodation in accordance with the lettings policy.
- Ensure the security and cleanliness of the site on completion of the letting.
- Ensure the hirer complies with the terms of the lettings policy.

Porterage

- Move furniture and equipment as necessary/required in accordance with the principles of manual handling, sometimes with the help of mechanical aids e.g. trolley.
- During work hours, put out/away apparatus, staging and equipment as required, according to the weekly timetable (e.g. assembly, performances, meetings etc.).
- Help with porterage of deliveries to the site as appropriate, during on-site times.

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

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