**Job Description**

**Premises Manager**

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| **Purpose:** | * To oversee efficiency and effective use of the School site, accommodation, buildings and grounds.
* To establish and manage a proactive Health and Safety culture throughout the school.
* To manage all support staff within the facilities portfolio including rotas and training.
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| **Reporting to:** | School Business Manager |
| **Responsible for:** | Site Services staff and contractors staff on site. |
| **Working time:** | 35 hours per week. To be available in out of work hours for emergency call out. |
| **MAIN (Core) DUTIES** |
| **Service Provision:** | * To ensure that school is open, fit for habitation and that there are no barriers to the learning of students and the teaching of staff.
* As the designated ‘competent person’ for health and safety, to ensure that the relevant legislation and good practices are continually observed.
* To develop and implement policies, procedures and processes concerning Health and Safety (including risk / emergency management).
* To promote and monitor safe working practices within the school to provide regular reports to the business manager..
* To establish strategies for monitoring and maintenance of the school buildings.
* To be responsible for the oversight of staffing and security arrangements concerning lettings and events on site.
* To be responsible for the deployment and work of the Site Services staff.
* To plan and monitor the expenditure of the relevant allocated budgets.
* To liaise as appropriate with contractors on-site.
* To ensure that teaching and other staff receive adequate support to meet educational and operational objectives.
* Manage and maintain statutory compliance such as water hygiene, fire regulatory reform, PAT testing, COSHH and working at height
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| **Service Development:** | * To lead a team that is approachable, friendly and adaptable to the needs of the school. To always offer first class customer service.
* To actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required.
* To develop monitor and revise (when appropriate) documentation related to the areas of specific responsibility.
* To be responsible for developing and maintaining a programme of electrical testing of portable items of electrical equipment including relevant record keeping and fixed wiring testing.
* To oversee and manage a short, medium and long term programme of repairs and maintenance of the buildings and site facilities.
* To establish, monitor and review a list of contractors for minor works including the provision of predetermined pricing / specifications as appropriate.
* To develop and monitor systems relating to minor maintenance / health and safety / accommodation / resources requests from staff.
* To establish, monitor and evaluate risk assessments within the areas of specific responsibility.
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| **Staffing:** | * To manage effectively the duties of Site Services staff in the areas of accommodation and resources, providing induction to new staff within the areas of responsibility (once appointed).
* To advise on staffing needs, design of job descriptions, person specifications, and participate in the recruitment of relevant staff.
* To promote teamwork and to motivate staff to ensure effective working relationships.
* To participate in the schools Professional Development Review process both in terms of self and other staff as appropriate.
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| **Quality Assurance:** | * To ensure the effective operation of quality control systems in the areas of specific responsibility.
* To ensure that site works / services, including cleaning undertaken on behalf of the school meet the necessary quality standards and performance criteria and to seek modification, improvement or redress where required.
* To collect, monitor and evaluate the areas of specific responsibility against quality standards and performance indicators and implement modifications and improvements as required.
* To ensure that procedures within the areas of specific responsibility meet the requirements of Self Assessment and the Strategic Plan.
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| **Management Information and Administration:** | * To ensure the maintenance of accurate and up-to-date information / records relating to the areas of specific responsibility.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines when necessary and reviewing progress on action taken.
* To provide / present relevant management information concerning premises and Health and Safety for school and external purposes.
* To retain and monitor a central file for all school risk assessments.
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| **Communications:** | * To ensure that all persons in the school (staff, students, visitors and contractors) are aware of their responsibilities in respect of Health and Safety and that relevant training is provided.
* To disseminate information to staff relating to the areas of specific responsibility in accordance with school policy.
* To liaise with external agencies as appropriate in respect of areas of specific responsibility and prepare relevant documentation for them on behalf of the school.
* To be a member of the Health and Safety working group.
* To attend meetings both internal and external related to areas of responsibility.
* To be available during out of school hours for emergency contact.
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| **Marketing and Liaison:** | * To ensure that facilities / premises are maintained to a high standard.
* To assist in promoting a welcoming environment to staff, students, visitors.
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| **Management of Resources:** | * To manage the available resources of staff, space, budgets and equipment efficiently and in accordance with the schools Financial Regulations and other policies as appropriate.
* To ensure that best practice in energy conservation in the use of heating, light, water etc. is developed and maintained.
* To purchase resources in accordance with school policies / procedures.
* To effectively manage the use of the school’s accommodation outside of normal school requirements.
* To assist the school business manager in identifying resourcing needs and to contribute to the effective use of resources.
* To co-operate with other staff to ensure sharing and effective deployment of resources to the benefit of students and the school.
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| **OTHER GENERAL DUTIES*** To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
* To attend full staff, departmental and other meetings with staff working groups as requested.
* Participate in training and other learning activities and performance management and development as required.
* To comply with Health and safety responsibilities as part of performing the role
* To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
* Contribute to the overall ethos / work / aims of the School.
* Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
* Support: Appreciate and support the role of other professionals.

**This job description is current at the date shown but, in consultation with you, may be changed by the Head teacher, to reflect or anticipate changes in the job commensurate with the salary and job title.** |

**PERSON SPECIFICATION**

**Knowledge:**

* Knowledge of facilities and premises management
* Familiarity with Health and Safety legislation
* Experience of successful project management

**Skills & Abilities:**

* Ability to communicate with a range of audiences including colleagues, SLT and suppliers
* Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date
* Ability to show sensitivity and objectivity in dealing with confidential issues
* Ability to negotiate “best deal” with suppliers
* Ability to line manage a team effectively and to achieve the best results in others
* Ability to problem solve
* Ability to analyse and interpret complex information and make recommendations
* Ability to develop and maintain efficient record keeping systems

**Personal Qualities:**

* Ability to demonstrate commitment to Equal Opportunities
* Willingness to participate in further training and developmental opportunities offered by the Academy, to further knowledge
* Excellent interpersonal skills, to include students, staff and parents
* Able to work as part of a team as well as to work independently
* Committed, good humoured and calm
* A problem solver.
* Ability to enthuse and motivate colleagues
* Good organisational skills – ensuring that deadlines are met, whilst maintaining a life balance
* Be open minded and receptive to new ideas, approaches and challenges
* An interest in wider educational issues
* A commitment to the School Ethos and values