**Job Description: Premises Manager**

**Reports to:** Finance and Resource Director (FRD)

**Line Reports:** Deputy Premises Manager and Site Assistants

**Hours:** 36 working hours per week, all year round – 5 weeks holiday (breaks to be   
 agreed with line manager)

**The Role**

To ensure the academy is opened and closed on time, kept secure, clean and maintained so as to provide staff, pupils and visitors to the academy with a positive first impression.

To ensure the building, both internally and externally, and grounds are maintained to a high standard so that pupils and staff can work in it effectively and safely ensuring compliance with legislation and guidance as it relates to this post.

To ensure that the buildings and grounds are maintained and run efficiently following good sustainable and value for money principles and that the building management system is optimised to minimise energy use and utility expenditure.

To be a principal key holder and first aider.

**Responsibilities**

**Security**

* Manage the opening and closing of the academy daily at the agreed times and ensuring that the academy is available for evening and weekend use arranging premises cover as required
* Be a key holder for the academy site, liaise with the local police station and control allocation of users for the keys for routine and non-routine opening ensuring adequate key holder cover during holiday periods
* To supply and maintain all the keys and/or access control cards for the site and store in a secure location
* Be responsible for general security at all times, making sure all windows are closed securely and doors are shut and locked securely in the main academy building and out buildings
* The post holder may be called out at unsociable hours or at the weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in academy holidays or weekends
* Ensure that all reasonable steps have been taken to prevent trespassing in the grounds (Telephone police, if necessary)
* Prevent unauthorised/ unsafe parking on the academy site and manage delivery times to avoid conflict with start/end of day

**Health and Safety**

* In conjunction with the other premises manager lead on all Health and Safety matters, investigating accident and incident reports, ensure system compliance and undertaking routine and ad hoc inspections and audits of related systems and processes, following up recommendations of the annual report of the ARK H&S advisor
* Operate a permit to work system as required
* Ensure that all method statements and risk assessments are maintained, updated and implement any action plans to rectify and deficiencies identified.
* Ensure that statutory Health & Safety logs and records are maintained.
* Maintain records of servicing, maintenance, inspection and compliance using the Every system
* Ensure weekly fire alarm tests and routine inspections are conducted and records kept.
* Ensure that all staff within the potholders remit have had sufficient training and information for their roles and maintain records
* Manage and supervise contractors while working on the academy site operating a permit to work system as required
* Report any hazards and or defects to the FRD.
* Make safe any hazards on site (internal and external)
* Ensure that the appropriate signs and notices are visible throughout the academy
* Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and available

**Building & Grounds Maintenance:**

* Pull together a coherent scope of work to enable suppliers to quote for services
* Work with the FRD to ensure that all facilities contracts are periodically market tested in accordance with financial regulations in order to ensure that they remain appropriate for the needs of the academy, demonstrate best value and offer high standards of service
* Ensure that all plant and equipment are available and working effectively during the opening hours of the academy and adjusted as required for evening and weekend use.
* Ensure that all other mechanical, electrical and public health installations are fully operational
* Undertake general maintenance and remedial works in-house, calling on contractors if required.
* Ensure that the grounds are clean, free of hazards and maintained as required
* Ensure that building fabric and services are maintained in accordance with a planned maintenance plan and that the asset register is maintained using the Every System
* Maintain plans of the building and grounds including locations of call points, fire protection and firefighting equipment, emergency shut offs, stopcocks and meters.
* Maintain appropriate levels of spares, ordering as required and checking receipts against order.
* Ensure that all areas of the building are clean and ready for use liaising with the cleaning supervisor to undertake periodic cleaning and one offs for specific functions
* Ensure that all welfare areas are kept stocked and hygienically clean
* Ensure that any spillages are mopped up and that any bodily fluids, vomit and other soiling is cleaned up as soon as practical
* Ensure prompt removal of internal and external graffiti
* Ensure that building fabric and services are maintained in accordance with a planned maintenance plan and that the asset register is maintained
* Ensure that the all paths, play areas, grassed areas, flower beds and entrances are litter picked, free of hazards, moss and weeds
* Keep paths and entrances free of snow and ice
* Ensure that gullies, drains, drain gratings, down pipes are clear and running freely, unblocking and disinfecting as required
* Ensure that all refuse is disposed of promptly and in accordance with legislation and stored away from the main building
* Report any defects of buildings, furniture, fittings and equipment to the FRD

**Sustainability and Business Continuity**

* Ensure that the Building Management System is running effectively and efficiently and optimized for the conditions
* Ensure that utility use is regularly monitored, with records kept in a format that can be used by children and staff
* Ensure that all rubbish is sorted for recycling in appropriate streams and work with children and staff on any academy initiatives as required
* Ensure that the schools Emergency Response plan is reviewed, updated and tested on a regular basis
* Ensure that all areas managed by the site team are kept clean and tidy and that all tools and chemicals are kept locked away

**General**

* Ensure that classrooms, assembly hall, dining areas, sports hall are set up as required for teaching, assemblies, performances, open days, examinations
* Ensure that a help desk/defect reporting system is maintained for staff, visitors, contractors
* Carry out daily and weekly site checks
* Responsible for school minibuses
* To serve on health and safety committees as required
* To act as an academy first aider
* To act as an academy Fire Warden
* Carry out any other reasonable duty instructed by the Principal/FRD
* This job description is subject to change with the agreement of the post holder.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined here, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*