

**JOB DESCRIPTION**

**Post Title:** Premises Manager

*Please note that this job description is not a comprehensive definition of the post. It is flexible and may be amended to reflect additional expectations.*

**Salary: Grade 8, Spine Point 28 – 35**

 **£28,440 – £34,254 Full time equivalent**

**Reports to: School Business Manager / Head of School**

**Hours : 36 hours a week, full time. The successful candidate will be expected to work a split shift during term time. Suggested regular hours are 7am-10.30am and 2.50pm-6.30pm Mon-Fri. School holiday hours would be more flexible.**

**Job Overview**

The Belham primary school is an expanding free school in Peckham, that is in the process of moving across to a newly renovated building. As of January 2018 the school will be based completely within our new permanent buildings, and we are looking for a Premises Manager that will take responsibility for establishing facilities management at the new site, and be a proactive member of our support services team.

We are looking for someone with significant experience and an enthusiastic and proactive attitude. The next few months will be both exciting and challenging, as we move across to the new site and make various premises related decisions (from cleaning contracts to lettings strategies). We are looking for someone with the confidence and experience to support us in scoping out requirements and considering the options available. The role may involve assisting with organisation and delivery of lettings, as we expand into this area in future months. This will require some hours outside of core working hours.

Most of all this role represents the opportunity to really make a difference to the running of a sought after school in a vibrant community. You will be part of a friendly and supportive team with a can-do approach, who share ideas and work together to ensure the smooth running of an excellent community focused school. And we have fun while we are doing it!

**Main responsibilities**

**Buildings and grounds maintenance**

* Undertaking both preventative and reactive maintenance of the site, including (but not restricted to) carpentry, plumbing, painting and decorating.
* Maintaining the cleanliness and appearance of all areas of school buildings. This will involve overseeing cleaning and supervising cleaning staff on a day to day basis (and undertaking some cleaning duties when necessary). Ensuring COSHH standards are complied with and soap and towels and other provisions are replenished. Arranging specialised cleaning during school closures.
* Keeping outdoor areas in a clean, safe and litter-free condition.
* Operating heating and lighting systems.
* General porterage tasks (assembly and movement of furniture, taking delivery of goods).
* Liaising with contractors in respect of defining work required. Overseeing onsite contractors ensuring safety on site and checking the work to ensure the quality expected.
* Collecting and assembling waste for collection.

**Health and Safety**

* Ensuring a safe environment within the school. Continually monitoring site health and safety and opportunities for improvements.
* Performing all duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to the Headteacher immediately.
* Undertaking all regulatory building and maintenance checks, ensuring compliance with all health and safety standards and codes of practice (fire systems, emergency lighting, water and heating systems, water hygiene and COSHH etc).
* Maintaining full and accurate records of activities carried out (and ensuring actions are followed through to completion). The post holder will be expected to be a key user of our Peninsular Health and Safety system to create and maintain up to date records and ensure we are taking advantage of all the system offers.

**Ordering of supplies and stock management**

* Taking responsibility for ordering and maintaining cleaning and maintenance stock and equipment - ensuring value for money and following the Trusts ordering and procurement processes.
* Storing equipment and chemicals safely and securely.

**Site security and access**

* Undertaking the open up and lock up of the school and ensure robust security procedures. Checking buildings and grounds at start of day to ensure availability and where appropriate repair/report any faults needing urgent attention.
* Providing access to premises and arrange emergency repairs out of school hours when required.
* Undertaking site security and checks outside of school operational hours when required.
* Being the main key holder and dealing with any out of hours emergencies or red care calls.

**General responsibilities**

* Being aware of and comply with all Dulwich Hamlet Educational Trust policies and procedures, including safeguarding, child protection, health and safety and security. Reporting all concerns to the School Business Manager.
* Recognising when children are at risk, and taking action protect them.

**Personal Specification**

* Has excellent building maintenance and DIY skills, and takes pride in the quality of their work.
* Understands Health and Safety legislation relevant to schools and experience of ensuring compliance and introducing best practice in this area.
* Is reliable and organised.
* Is IT literate, with good writing, reading and maths skills.
* Is a clear communicator and is confident dealing with a variety of stakeholders, from cleaning staff to building contractors and suppliers.
* Is friendly and approachable, and enjoys working in a school setting.
* Has good team working skills and will go the extra mile to support others within the team.
* Is proactive, and can be relied on to progress tasks independently, and suggest improvements in processes.
* Holds a valid driving licence.

**Equal opportunity**

The post holder will be expected to carry out all duties in the context of and compliance with the Trust’s Equality Policy.