

# APPLICANT PACK

PREMISES MANAGER  
St Ignatius College

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**£30,930 per annum**  
Band E + + Pension Scheme  
(LGPS)

**The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**This position is offered at Band E  
(54-56 hours per week), 52 weeks per annum.  
The post comes with 24 days annual leave plus  
bank holidays plus a concessionary day at  
Christmas**

## **Role Purpose**

To ensure the effective management, organisation and supervision of all matters relating to, and all staff involved with, the school premises, paying particular attention to the following:

- Supervision and monitoring of work performed by all staff involved in maintaining the School in a good state of repair and cleanliness, including cleaning staff. Where necessary produce reports and take responsibility for the organisation and prioritising of the team's workload.
- The inspection of premises and the identification of those areas which require attention either in the long or short term.
- Ensuring that the relevant Health and Safety guidelines are observed in conjunction with the Headteacher / School Business Manager, and that immediate action is taken where possible to avoid injury or damage. Inform the Headteacher / School Business Manager of any defect or actions which may place at risk staff, pupils or visitors to the School.

## **Buildings & Grounds Maintenance**

- Attend Premises Committee meetings
- Contribute to the management of all site-related projects; manage contractors on site and ensure projects are completed to the required specifications. Ensure all work is signed off on completion, identifying and reporting any areas of concern.
- Ensure effective risk management, for example, in health and safety, and in the management of any third-party service contracts. Maintain a register of Risk Assessments for operations undertaken by the caretaking staff and ensure that a rolling programme of auditing Risk Assessments is implemented to ensure relevance.
- Obtain risk assessments and method statements from third party contractors prior to them starting work in site.
- Operate a permit to work scheme for all contractors and ensure that all contractors are in possession of a permit prior to starting work.
- Maintain a file of all works undertaken by contractors to include:
  - Method statements and risk assessments forwarded by the contractor to cover the specified work
  - Copies of the signing-in log
  - Asbestos Register
  - Copies of all permits to work

- Ensure that arrangements are in place to ensure that there will be an appropriate and timely response to emergency call outs as necessary.
- Ensure that the school is properly prepared for use in inclement weather.
- Have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- Ensure that routine maintenance service checks on all serviceable equipment are carried out i.e boilers, air conditioning units, fire-fighting equipment, etc. and results recorded.
- Obtain quotes for works in line with Financial Regulations.

### **Health and Safety**

- Ensure that a register of all hazardous chemicals in use on the site is developed and maintained, and ensure that all caretaking staff who use the chemicals are aware of how they should be safely used and stored.
- Ensure that copies of the hazard data sheets are available in a central register and at the point of storage.
- Ensure that the emergency lighting is checked on a weekly basis and a record of the tests is maintained.
- Ensure that weekly fire alarm checks are undertaken and a record of the tests is maintained.
- Ensure that firefighting equipment is checked monthly, a record of checks is maintained and any fire extinguishers that have been discharged are replaced immediately.
- Act as the Fire Officer, carry out Fire Risk Assessment
- Ensure that water temperature checks are completed on a weekly basis and a record of the tests is maintained.
- Ensure that an effective asbestos management plan is in place, which is shared and reviewed on a regular basis.
- Ensure that all working practices for the Premises Team comply with current legislation.
- Arrange annual PAT testing of all electrical equipment on site, following approval by the School Manager.
- Ensure that power tools are inspected before use and are PAT tested as required.
- Ensure that any contractors visiting the site are shown a copy of the Asbestos Register.
- Ensure that any contractors visiting the site are made aware of the fire evacuation procedures.
- Continuously monitor compliance with health and safety regulations and check the site on a weekly basis for any possible health and safety hazards.
- The preparation of work programmes together with plans and estimated costs for submission to the SBM.
- The regular inspection of the schools premises to ensure that action is taken to keep the buildings, equipment and site well maintained, safe, secure and in good repair
- The cleanliness and tidiness of both internal and external areas and the general care of the site.
- A portage service including the movement of furniture, equipment and deliveries.
- The monitoring of the heating plant to the school.
- Directing the site staff in all aspects of their work, to ensure a consistent approach and satisfactory standard, including providing appropriate instruction in the use of equipment, ensuring good time keeping and dealing with grievances and difficulties, referring sensitive/difficult or more serious matters to the School Business Manager for action.

### **Security**

- Opening School premises at an appropriate time when legitimate access is required.
- Deactivating intruder alarm systems; unlocking gates and external/internal doors.
- Securing School premises at the end of each day when its facilities are no longer required.
- Checking that all occupants have vacated the Site; ensuring that all windows are closed and locked; ensuring that all unnecessary lights and electrical equipment are switched off; locking all secure areas,

external doors and gates; activating intruder alarm systems; ensuring the safe keeping of the keys to the premises.

- Providing access to the School for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.
- Taking appropriate action regarding trespassers, including informing the Headteacher, or Police, as appropriate.
- Ensure that CCTV is in full working order, addressing any issues immediately.

#### **Supervising lettings, including:-**

- Setting out furniture prior to the letting, as necessary; ensuring that all fire doors are unlocked and clear and that all hirers are aware of the evacuation procedure; welcoming hirers onto the Site and monitoring security and the condition of the toilets during the letting, taking remedial action as necessary; checking the condition of the rooms at the end of the letting, cleaning as necessary; securing the buildings and site.

#### **Maintenance, Repairs and Decoration**

- Inspecting the site and premises, on a regular basis, to identify the need for repairs or improvements; undertaking these and referring matters to the Headteacher for remedial action to be taken where appropriate. (Appendix 1 provides a list of some of the items to be inspected)
- Carrying out regular inspections, testing and servicing of ancillary equipment, e.g. fire alarm systems, to ensure that they are in an operational condition, referring matters to the School Business Manager for remedial action to be taken where appropriate.
- Carrying out repairs to property, fixtures, fittings, furniture and non-electrical equipment in order to maintain them in an operational condition, referring matters to the School Business Manager for remedial action to be taken where appropriate. (Appendix 2 provides a list of some of the items to be covered by these requirements).
- Production of maintenance plans for the internal/external decoration of the School. Undertaking the work subject to relevant Health & Safety regulations.
- Cleaning diffusers and shades and replacing light bulbs and tubes where accessible, as necessary, up to a height of 3 metres (or above that height with the aid of access equipment but only after the relevant training has been undertaken). Checking on a regular basis for broken diffusers and shades etc.; undertaking minor repairs/replacements in compliance with the LEA's safety guide, referring matters to the Headteacher for remedial action to be taken as necessary.
- Ensuring that all drains, gutters, gullies and gratings are free flowing and clean. Clearing any blockages where possible, referring matters to the Headteacher for remedial action to be taken where necessary.
- Undertaking repairs to existing fencing where necessary.
- Ensuring proper access to and exit from the site for contractors and directing them to the location of items or areas requiring repair or maintenance; monitoring the satisfactory completion of repair and maintenance work, referring matters to the Headteacher, as necessary.

#### **Heating and Mechanical Services**

- Acquiring and updating an understanding of heating equipment. To be able to express a first line description of faults; ensuring that routine maintenance is undertaken as necessary and appropriate.

#### **Cleaning and Care of Premises and Grounds**

- Ensuring that School grounds, premises and furnishings are cleaned to a satisfactory standard in accordance with set requirements and methods liaising with the contract cleaners.

- Ensuring, within the budgetary provision available, a proper supply of appropriate cleaning materials and basic equipment, ordering replacements as necessary. Also,
- Controlling a specified maintenance budget.
- Monitoring the performance and standards achieved by the contracted cleaning and grounds maintenance staff. Liaising directly with their supervisors, referring difficulties or failings to the School Business Manager to enable appropriate action to be taken.
- Ensuring that all hard covered areas and paths on the site are free from litter, weeds and the excessive accumulation of dirt or leaves. Emptying and cleaning, on a regular basis, all litter bins and baskets.
- Carrying out emergency cleaning measures, as necessary, following storms, floods, break-ins, vandalism and body spillages.
- Checking on a regular basis that adequate supplies of soap, toilet rolls, towels and similar materials are available throughout the Schools, replenishing these as necessary.
- Removing unsightly litter from grassed areas and shrub beds of the School.

### **Porterage and General Duties**

- Removing, laying out, stacking and transporting furniture and equipment within the schools as and when required.
- Receiving, storing and distributing all stores, materials and other goods. Making appropriate arrangements for the despatch or collection of goods from the Schools.
- Attending appropriate training courses as may be required from time to time.
- Completing appropriate paperwork and obtaining estimates for repairs. Placing orders on behalf of the Headteacher, where sanctioned.
- Clearing snow/ice from paths, as necessary, to provide safe pedestrian access to the site and between buildings.
- Undertaking other appropriate duties the Headteacher may assign in order to maintain the effective day to day operation of the premises.

### **School Swimming Pool**

- Ensure that the pool is maintained to industry regulatory health & safety standards
- Ensure that the pool water is tested on a regular basis and action taken to correct levels
- Regular backwashing of the pool
- Ensuring pool side is clean and free from hazards

### **School Ethos**

- To undertake such other duties as may be required, commensurate with the level of responsibility of the postholder
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend school events such as Open Evening.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To adhere to the school's Dress Code.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school and Federation policies and procedures,

in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

## **APPENDIX 1**

### **JOB DESCRIPTION FOR PREMISES MANAGER ITEMS REQUIRING REGULAR INSPECTION**

1. Pitched roofs for defects including flashings and blocked or defective gutters and down pipes.
2. Flat roofs for blocked gutters and defective sections of felt or flashings.
3. Walls for cracks, loose or defective copings and brickwork.
4. Facings, window/door frames, door seals and windows and doors in general.
5. Toilet areas for leaks etc.
6. Boundary fences and gates for dangerous conditions.
7. Footpaths, paving, playgrounds and kerbs for dangerous and uneven surfaces.
8. Walls and ceilings for damp patches, loose panels, cracks and defective fittings.
9. Window fasteners and door locks/hinges/handles for defects.
10. Floor coverings for defects.
11. Taps and drinking fountains for operation and the temperature of the water. Also, the operation of any warm air hand-driers and incinerators on site.
12. Manholes and gullies for structural damage, cracks or looseness.
13. Fire alarms and call points, fire fighting equipment, smoke alarms and security lighting (to be inspected weekly).

## **APPENDIX 2**

### **JOB DESCRIPTION FOR PREMISES** **MANAGER ITEMS REQUIRING** **REPAIR/MAINTENANCE WORK**

1. Plumbing repairs including: unblocking sinks, toilets, urinals etc; and replacing tap washers.
2. Repairing or fitting shelving, notice boards and chalk boards.
3. Repairing door handles/latches/locks and window fastenings and adjusting ill-fitting doors.
4. Repairing tables, desks, chairs etc. and replacing broken coat hooks.
5. Replacing towel and soap dispensers, basin plugs and basin/toilet chains. Securing and making safe toilet seats.
6. Making safe broken glass and windows while effecting temporary repairs.
7. Removing/replacing damaged and hazardous floor tiles. Replacing wall tiles.
8. Replacing light bulbs and damaged light diffusers.
9. Turning off water supply in event of emergencies.
10. Checking and adjusting ball valves in cisterns. Replacing float and arm in water storage tanks where accessible.
11. Winding and adjusting clocks and replacing batteries.
12. Attending to curtains and blinds, including fixing curtain tracks and taking down/ re-hanging for cleaning and repair.
13. Cleaning out gutters, down pipes and roof outlets in accordance with the LEA's safety policy.
14. Decorating, including wallpapering. Painting ceilings, walls, windows and woodwork in accordance with the LEA's safety policy. Patch plastering and minor brickwork.

## **APPENDIX 3**

### **JOB DESCRIPTION FOR PREMISES** **MANAGER THE OPERATION OF THE** **HEATING PLANT**

1. Checking heating plant for leaks (oil, gas, water), checking insulation for defects and ensuring appropriate remedial action is taken.
2. Notifying the Headteacher or Construction Technical Services of any malfunction of the system without delay.



# PERSON SPECIFICATION

Attributes	Description
<b>Qualifications, Knowledge &amp; Training</b>	<p>Knowledge of Health and Safety legislation and requirements of Swimming Pool operation.</p> <p>Training in relevant Health and Safety requirements</p> <p>Sound training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same).</p> <p>Knowledge of the operation of heating, ventilating systems and common causes of malfunctions.</p> <p>Knowledge of maintenance and security systems and procedures</p> <p>Understanding of appropriate cleaning methods and standards</p>
<b>Experience</b>	<p>Demonstrable experience of working in a busy environment or educational establishment with children and young people</p> <p>Considerable general maintenance experience</p> <p>Considerable experience in dealing with external contractors</p> <p>Experience in obtaining best value for money when managing budgets</p> <p>Experience of managing large building projects</p> <p>Experience of successfully managing a variety of events</p> <p>Experience in managing service level agreements / external contractors ensuring good value for money</p>
<b>Personal Skills &amp; Qualities</b>	<p>Good communication skills</p> <p>Excellent telephone manner</p> <p>Physical fitness appropriate to tasks required</p> <p>Ability to monitor and report on structural faults/repairs</p> <p>Ability to monitor and order stocks of materials</p> <p>Ability to deal with emergencies occurring outside normal working hours</p> <p>Ability to lead a team and to work as part of a team</p> <p>To be able to take a strategic overview of the school site</p> <p>'Can do' attitude</p>
<b>School Ethos</b>	<p>Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels.</p> <p>Ability to build and sustain professional standards, relationships and personal boundaries with children and young people.</p> <p>Ability to contribute towards creating a safe and protective environment.</p> <p>Willingness to continue professional development.</p> <p>Commitment to maintaining high standards and expectations.</p> <p>Commitment to contributing to school life as a whole.</p> <p>Motivation to work with children and young people and a commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.</p>

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that school policies are reflected in all aspect of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) General Data Protection Regulations (2018)
- (iv) Safeguarding children

## HOW TO APPLY

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To apply please complete our application form available from the school website and return to [recruitment@st-ignatius.enfield.sch.uk](mailto:recruitment@st-ignatius.enfield.sch.uk)

For a confidential discussion about this post with the School Business Manager, more information or to arrange a visit, please contact the school on 01992 717835 or [recruitment@st-ignatius.enfield.sch.uk](mailto:recruitment@st-ignatius.enfield.sch.uk)

Closing date is 9 am on Monday 28th May 2018

Thank you for your interest in our school. We look forward to receiving your application.

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