



Days Lane Primary School

Seeking high standards in
a happy, inclusive school.

Job Description: Premises Manager

Post title:	Premises Manager	Grade:	Bexley 07 (£24,462 - £25,809)
Department:	Premises	Post hours:	35 hours per week Monday & Tuesday: 7.30am to 6.30pm Wednesday to Friday: 7.30am to 12:00 noon
Responsible to:	School Business Manager		

The Role

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school.

Key responsibilities

Main purpose of the role

- Improvement, maintenance and cleanliness for the school buildings and grounds
- Ensuring that the building and site facilities are available for school use and other users, whenever they are needed
- Represent the school in dealing with contractors and suppliers involved in the repair and upkeep of the building and site
- Supervision of members of the cleaning staff
- To be responsible for the health & safety of the site
- To delegate tasks as appropriate to outside contractors as and when appropriate, ensuring Health & Safety regulations are strictly adhered to

General duties

- The efficient operation of the school site with regards to the school's routines and procedures, with particular care given to security and health & safety
- Carry out security operations including locking and unlocking the premises, alarms, fire, flood, breaking and entering, trespass and procedures
- Ensure that the premises, furnishings and site are clean and safe in accordance with specifications including managing the cleaning materials budget, cleaning specified areas, maintaining cleaning equipment and overseeing the work of contractors or directly employed cleaners
- Move stores, furniture, milk, laundry and rubbish etc
- Make minor or temporary repairs to furniture, fabric and equipment, arrange other requirements, direct contractors and log all repairs
- Arrange for the ordering of generally required supplies e.g. premises and cleaning materials
- Submit and check timesheets of directly employed cleaners
- Ensure that Health and Safety procedures are followed
- Ensure that the premises and grounds are maintained in a safe and healthy condition including the maintenance of fire and other safety equipment and monitoring of fire safety precautions, safe storage of potentially harmful substances and equipment, ensuring a litter free environment and salting and gritting when needed
- Liaise with outside agencies regarding major and minor works and improvements, managing closed periods to ensure works are achieved on time to budget



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- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met
- To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, fire fighting equipment, lightning conductors etc. and results recorded
- To carry out PAT testing and keep accurate records
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures
- To carry out emergency cleaning if required
- Ensure that all working practices for the premises team comply with current legislation e.g. health and safety at work
- Provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- Assist the School Business Manager with obtaining tenders and quotes for premises works
- Establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- Establish and maintain a list of repairs / improvements either to be made or in progress for the premises
- To maintain a log of all inspections and checks carried out
- Develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies

Resources:

- Security of whole premises including building, grounds, learning equipment, heating plant etc
- Nominated key holder

Job Activities

- Interpersonal skills to protect the school's interests in dealing with cleaners, contractors and other visitors to the site
- Makes judgements and recommends priorities and strategies for the upkeep of the premises and grounds
- Carries out hard physical work in external and sometimes unpleasant environments



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- All duties to be carried out in compliance with the Health & Safety at Work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and procedures

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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 the job description. Such variations cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the School.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed by:	Headteacher	Date:
	Post holder:	Date: