

DEPUTY PREMISES MANAGER

JOB DESCRIPTION

Main purpose

Gatehouse School are looking for a Deputy Premises Manager. To work under the direction of the Premises Manager (deputising in their absence) and in conjunction with the School Bursar on caretaking and site management issues. Contribute to the supervision of cleaning activities and staff in the school and undertake caretaking duties. Mindful of the security of the school premises including morning and afternoon gate security. Assisting in the maintenance of plant and equipment in the school as well as the internal and external fabric of the premises as a safe working environment.

Principal Duties and Responsibilities

The following responsibilities provide a broad indication of the scope of the role:

- Deputise for the Premises Manager when they are not present.
- Take a share in the responsibility for ensuring the security of buildings, site and resources.
- Act as a designated key holder, providing out of hours and emergency access following initial assessment by a contracted 1st response key holder service in the absence of the Premises Manager.
- Acting as gate security at the start and end of the school day.
- Respond to premises and minibuss issues reported.
- Take a proactive approach to identifying tasks and respond appropriately.
- Carry out first line repairs and maintenance within the scope of competence.
- Undertake and document regular health & safety and other routine checks.
- Responsible for recording any necessary follow up action after checks and inspections undertaken.
- To deputise in supervision of the cleaning contractors.
- Take a share of responsibility for contractors while on site and ensuring work is completed to the required standard, co-ordinating projects where required.
- To deputise for the Premises Manager in the operation and management of systems including heating, cooling, lighting, security and fire safety.
- Undertake caretaking aspects of the role including but not limited to: portering, lunch setup/ clearing away, emergency cleaning; internal event preparation.
- Contribute to minibuss maintenance and routine checks, including purchasing fuel using a fuel card.
- To cover absences within the school bus service may include driving the school bus or acting as chaperone when required.
- Additional hours of work necessary for school events (such as open evenings; parent evenings; play & events) shared between members of the Premises Team.
- Any other duty or responsibility relevant to the role and appropriate to the grade of the appointment.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Head.

SUPERVISION The post holder will work in some part on his/ her initiative within the framework of the Trust's premises management system as directed by the Premises Manager and in conjunction with input from the School Bursar or Head Teacher in relation to school needs.

SALARY: £36,000 - £38,000 PA

HOURS: Monday to Friday 7.30am – 6.00pm.

Any additional hours paid as overtime.

HOLIDAY: 6 weeks' annual leave plus bank holidays.

BENEFITS: Free school meal, pension scheme.