

**SUPPORT STAFF  
JOB DESCRIPTION**

<b>ROLE TITLE</b>	Premises Manager
<b>CONTRACTED HOURS</b>	37 hours / 52 weeks per year
<b>LOCATION</b>	County High School, but may be required to work at other Trust schools on occasion
<b>GRADE / SCALE POINT – SALARY</b>	Grade 5, point 16 – 20
<b>REPORTING TO</b>	Headteacher

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

**JOB PURPOSE**

Under the direction of the Headteacher, the post holder is responsible for carrying out maintenance, repairs, development and operation of the school buildings facilities and site services. Whilst this will be predominately in one location, there may be occasions when support will be required at another Trust school. The post holder may be expected to undertake shift work.

## **KEY TASKS & RESPONSIBILITIES**

### **Supervision**

- To line manage the day to day activity of caretaking team across County High School; and
- To line manage and supervise the day-to-day activities of cleaning staff including performance review and staff development.

### **Financial management and fundraising**

- Manage the budget for premises with support from the Finance Department.

### **Security**

- Ensure that practices and procedures defined for the total security and safe use of school premises are complied with including:
  - To be a nominated key holder;
  - Ensure premises are unlocked, locked & secure; and
  - Ensure lights are turned off and windows are closed;
- Operation of alarms including:
  - Together with the other members of the caretaking team, be on call in the event of emergencies. You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on site, in school holidays or weekends; and
  - Ensure fire doors are operational and test alarms;
- Take a pro-active role in identifying and implementing improvements to site security; and
- Ensure all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

### **Caretaking**

- Line manage other caretakers across a split site;
- Plan work schedules and delegate work to the caretakers;
- Portage and transportation of equipment, furniture and materials;
- Basic handyman/DIY duties, including but not limited to maintenance and repair work, painting and basic carpentry;
- Ordering of goods and supplies;
- Set out furniture in rooms when required for lettings or school events;
- Undertake repainting when necessary;
- Set up for break / lunch in halls; and
- Be available for school events, if necessary out of normal school opening times such as parent evenings, Awards evenings to ensure set up and packing away.

### **Cleaning**

- Line manage cleaners across a split site;
- Plan work schedules and delegate work to the cleaners;
- Ensure stock take carried out and new stock ordered for cleaning consumables;
- Undertake cleaning tasks as required;
- Ensure school buildings, fields and paths are clean and litter free;

- Cleaning and maintenance during school closures in accordance with specification;
- Coordinate the keeping clean of areas used for lettings including furniture used i.e. tables/chairs;
- Coordinate deep cleans where required; and
- Monitor, and adhere to, the maintenance and cleaning budget.

### **Lettings**

- Take bookings for lettings and liaise monthly with finance for invoicing;
- Be available for regular lettings to ensure premises are unlocked, locked & secure. There may be occasions to assist with one-off lettings by prior arrangement; and
- Actively promote the use of the school facilities, liaise with customers and ensure all lettings arrangements are adhered to. Liaise with administrator responsible for day to day communications.

### **Mini Bus**

- Drive the school mini bus as required;
- Carry out weekly mini bus checks;
- Book in 10 week checks for mini buses;
- Ensure the mini buses are maintained and services as required; and
- Ensure insurance is in place for all mini buses.

### **Site Maintenance**

- Lead the planning and organisation of school refurbishment programmes including devising an annual schedule;
- Undertake routine building and site maintenance work as required;
- Maintain a maintenance schedule and ensure work is booked in accordingly. Monitor routine attendance of outside agencies such as grass cutting, servicing of boilers / air conditioning, bin collections to ensure they are being completed within the terms of their agreement;
- Liaise with school staff and contractors as required;
- Ensure all plant and equipment is maintained to the required standard;
- Ensure all outside services are maintained, including drains and hard areas;
- Monitor the standards of cleaning and grounds maintenance and report problems without delay to the Headteacher;
- Monitor the completion of weekly and monthly checks by the caretaking team and report problems to the Headteacher;
- Liaise with external contractors ensuring compliance in terms of safeguarding and other necessary checks;
- With the headteacher, supervise the maintenance of the school site; and
- Plan and organise work for refurbishment programmes.

### **Health and Safety**

- Work with the Headteacher in reviewing and implementing the school Health and Safety policies, ensuring they are implemented and closely monitored;
- Ensure all relevant Health and Safety checks are undertaken and recorded;
- Ensure that energy and conservation policy and procedures are complied with;
- Be the expert on all aspects of H&S;

- Implement practical and effective methods, both preventative and remedial, of promoting health and safety and safe working practices in the workplace;
- Co-ordinate and manage fire safety systems;
- Keep up to date with changes in current legislation and implement such changes where relevant;
- To establish contractor health & safety procedures;
- Putting policies and procedures in place and communicating them to staff;
- Act as the school's day-to-day health and safety co-ordinator under direction of the headteacher;
- Manage the school's compliance with health and safety regulations and put in place processes and procedures to ensure the safety of all in school;
- Organise health and safety training for staff where necessary;
- Liaise with director of operations at the Trust in relation to building work and ensuring any post-handover work is completed to satisfactory standards;
- Ensure relevant insurances are in place for premises related risks;
- Ensure all relevant maintenance and servicing for the building is undertaken in a timely manner;
- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements;
- Monitor and update the risk register; and
- Working with the central Facilities Management Team:
  - responsibility and compliance of the School's Health and Safety, making sure staff are aware of the importance and follow safety protocol;
  - Conduct/organise relevant health and safety training for staff as required, including fire safety;
  - Collate a database of all health and safety training and ensuring refresher training is arranged as necessary;
  - Conduct all "risk assessments" as required by legislation and review at relevant intervals to maintain records of the same.

## **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## **GENERAL**

- Actively contribute to and promote the overall ethos and values of the School and the wider Trust;
- Participate in training and other learning activities and performance development as required;
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
- Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times; and
- Undertake any other reasonable tasks and responsibilities as requested by the Headteacher or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

April 2023

**PERSON SPECIFICATION**

CRITERIA	ESSENTIAL	DESIRABLE
	<b>KNOWLEDGE</b>	
<b>Experience, qualifications and training</b>	<ul style="list-style-type: none"> <li>• Handy person or DIY experience</li> <li>• Caretaking or site keeper in a school or similar environment</li> <li>• First Aid certificate</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 1 and 2 in Cleaning and Support Services or equivalent</li> </ul>
<b>Job related knowledge, aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• Ability to manage work programmes</li> <li>• Working knowledge of health and safety procedures and regulations, eg COSHH</li> <li>• Knowledge of moving and handling procedures</li> <li>• Knowledge of cleaning procedures required to meet specified standards</li> <li>• Ability to work in accordance with the school's health and safety policies and the code of safe working practice for caretaking and premises staff</li> <li>• Ability to work to deadlines</li> <li>• Initiative and ability to work without supervision</li> <li>• Ability to undertake general building maintenance</li> <li>• Ability to lift and carry heavy items</li> <li>• Ability to demonstrate a practical approach to problem solving</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with a wide range of people</li> <li>• Initiative and the ability to work without supervision</li> <li>• Be flexible to changing demands of the post</li> </ul>	<ul style="list-style-type: none"> <li>• Take pride in a job well done</li> <li>• Be happy and have a sense of humour</li> </ul>
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Must be in good health with full mobility</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Full driving licence, including mini bus use, and use of own car (mileage payable in accordance with Trust policy)</li> </ul>	

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