|  |  |
| --- | --- |
| **Post Title:** | **Premises Manager** |
| **Job Purpose:** | To provide an efficient support service to the Principals and Governors in the management of the School/Academy premise and site, ensuring a safe, clean and secure environment for all. To manage caretaking staff and provide maintenance, key holder and caretaking services. To manage the site and facilities effectively ensuring the site is well maintained, statutory requirements complied with and contractors duly managed whilst on site. |
| **Responsible to:**  | The Principal through Business Manager for daily school operation and security and safeguarding The Head of Facilities and Estates for PPM, Capital, Statutory Compliance, Budget Spend and Site Condition/Improvements |
| **Responsible for:** | CaretakersPlanned Preventative Maintenance on siteStatutory compliance checksMaintaining equipment, buildings and groundsContractors on siteHealth and Safety on site in conjunction with the Business ManagerSafeguarding gates and fences School lettingsSite CleanersOut of hours emergency cover   |
| **Liaising with (Working Relationships):** | PrincipalBusiness ManagerHead of Facilities and EstatesMAT Central TeamHeads of DepartmentContractors and Service ProvidersSuppliersVisitors/Lettings  |
| **Hours of Work:** | Full Time |
| **Grade and Range of Post:** | Scale J (£28,221 - £30,756 pa) |
| **Current Base:** | The George Eliot School |
| **Disclosure Level:** | This post is subject to an enhanced DBS disclosure. |
| **Main / Core Duties:** | To provide a clean safe site for all. Good Health & Safety practises. An environment conducive to learningDeliver a Planned Preventative Plan that maintains the equipment and site to a good level.To comply with all Statutory compliance issues and complete corrective action when and as required.To keep the site secure at all times with special responsibilities in the monitoring fencing, gates, access systems and CCTV. Lock up and opening services to the school, including cover and key hold services for lets and special events like Parents eveningsProvide a portering service to the school that will include receipt of pertinent deliveries and distribution thereof. Litter picking and rubbish removal. Keep site spotless at all times.Room setups and room break downs to support meetings and assemblies in a timely manner etc. To work with the Business Manager and Head of Facilities and Estates in delivering an appropriate caretaking service. (SLA)Weekly testing of Fire and Intruder Alarms. Including the testing of lift alarms and disabled alarms. All to be logged. Legionella Management checks and duties to be religiously followed.Good practise and statutory checks as required by MAT/legislation will include RCD checks, Emergency lighting tests, fire door and gate checks etc. All to be logged as evidence. To test the monitoring lines for both Fire and Intruder. Liaise with the monitoring company and security company and ensure call out provision is in place and supported by caretaking response in emergencies (safe system for out-of-hours emergencies).Responsibility for Contractors on site. Induction and record keeping. Including use of Asbestos Survey.Responsibility for the maintenance of the Academy’s minibuses including record keepingAllocation of work to Premises team. Fair allocation/sharing of work as appropriate to individual based on competency.  |
| **Operational Planning:** | To plan Planned Preventative Maintenance around site. Plan PPM work schedules/service visits over close down periods.Plan site caretaking cover/rota for duties as well as special out of hours events and letsPlan maintenance spend by nominal. Ensure value for money Follow MAT financial policy in the purchasing of maintenance contractor services. Maintain records. |
| **Service Provision:** | Under the direction of the Principal or Academy School Business Manager the Premises Manager will be responsible for the security of the premises and its contents (including the operation of fire alarm, intruder alarm and key holding responsibilities), lighting, heating and porterage and handyperson duties, and other duties arising from the use of the premises, (including sports halls/lettings), ensuring a clean, healthy and safe environment for all.The Site Manager will need to report to and take direction from the Principal, Business Manager and Head of Facilities and Estates as necessary.To contribute to the provision of effective and efficient management of the school site and grounds. This will include building fabric, service installations, energy/environmental management, Health & Safety to enhance learning environment.To manage other site staff in a clear, positive and structured manner. This will include the monitoring and evaluation of the Caretaker, taking action as appropriate.Management of security matters, acting as main keyholderTo assist with the electronic operations and systems i.e. Energy, lighting etc.To assist with the running of the Boiler Management System (BMS). Liaise with any remote monitoring service. (E.g. WCC)To maintain the CCTV systems and School/Academy Access Control Systems through a nominated contractor and E Services. Ensure satisfactory operation to deliver safeguarding requirements. To maintain and follow a thorough Planned Preventative Maintenance Program through timely works and an up to date asset listing Maintain an up to date Asset List of all plant and machinery and ensure all are covered for inspection/maintenance & service/visual checks as required. Ensure all new/replacement plant are added.A monthly inspection around site and buildings recording defects and required works. Involve Business Manager/Head of Estates on at least 2 inspections each year.Maintain accurate records in paper format in the coloured file system and ensure readily available near reception area and also in digital format.   |
| **Service Development:** | To identify areas for improvement in the delivery of the caretaking, cleaning, property, grounds care and safeguarding functionsTo ensure the Asset lists are maintained so that all equipment and buildings receive regular checks, inspections and surveys as required.To liaise closely with the Head of Facilities and Estates to ensure that all capital projects are managed effectively on siteTo provide constructive suggestions to the Business Manager to ensure events and special requirements can be planned professionally in advance. |
| **Staffing and Staffing Development:** | To line manage Caretakers effectively. Ensure all appropriate training is provided to ensure competence and knowledgeEnsure that all contractors coming on site are inducted and managed by the site team. This will include the contractors working for others like E Services and Catering.Oversee and conduct effective performance management of all Caretakers To ensure provision of statutory training as required for staff and maintain records  |
| **Recruitment / Deployment of Staff:** | To manage a fair and robust rota for cover for the site. To communicate and work with the other Site Managers to see where timely sharing of manpower can assist sites in resolving larger works, short term issues (including sickness) and problem solving support. Look to develop knowledge of others sites so MAT networking can provide support in emergencies |
| **Quality Assurance:** | To ensure that Grounds and Cleaning Contractors deliver the specification and requirements of the school/academy. To liaise with them and Business Manager in delivering these services.Ensure all contractors delivering an estates service fulfil their specification and obligations in the time frame required.Use the PPM schedule to ensure all equipment and buildings are maintained and inspected.Inform the Principal immediately of any Health and Safety or Safeguarding concerns that rise. |
| **Management Information and Administration:** | Manage the reading of utility meters as requested by Business Manager and Head of Facilities and EstatesProvide any information as requested by Estates and Business ManagementMaintain tight fiscal control on the maintenance budget within set spending parameters in line with the MAT policies and procedures and report any variances to the BM and Head of Estates |
| **Communications:** | To be responsible for dealing with and actioning any requests made to the Site premises teamIn liaison with the Business Manager contribute to any reports as requested by the Principal or GovernorsTo attend all meetings identified by the Principal and Business Manager and Head of Estates and Facilities as required – both internal and external |
| **Marketing and Liaison:**  | To work with the Head of Facilities and Estates in developing a MAT PPM schedule that can be owned by all sites and deliver professionally as a MAT brandEnsure that a positive impression of the Academy is given at all times.To look at how individual trade skills can be shared between MAT schools so as to improve mutual support and save costs. Explore opportunities to share equipment and skills. E.g. towers. |
| **Management of Resources (Other than People):** | To manage the School/Academy Maintenance Budget on a day-to-day basis. To ensure correct accounts coding are used so analysis and cross school analysis is possible.In liaison with MAT central as appropriate manage the academy procurement process in line with financial regulationsResponsibility for the safe use and safe keeping of Trust resources |
| **Corporate Responsibility:** | To abide by and implement all policies and procedures of MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures. |
| **Other Specific Responsibilities:** | To provide First Aid within the AcademyTo support students with medical conditions as required.To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.To carry out all duties in the most effective, efficient and economic manner.To continue personal development as Site Manager in the relevant area.Participate fully with arrangements made in accordance with the Academy Trust’s Performance Policy.Perform any other reasonable duties as requested by the Principal, Business Manager and Head of Facilities and Estates Manager. |
| **Safeguarding:** | The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. |
| **General Statement:** | This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. |
| **Date:** | September 2018 |