

Job Description Premises Manager

Post: Premises Manager

Accountable to: School Business Manager

Salary: JE5 SCP 16 – 20 (1 FTE £35,292 - £37,437)

Working Pattern: 06:45 – 14:15 hours – 35 hours per week

Location: Galleywall Primary School

Disclosure level: Enhanced

Responsible for: External Contractors including facilities management and cleaning contract

Main Purpose

- To ensure the school gives a positive first impression to all users of the building, and that students, staff, visitors and contractors can work in it effectively and safely. This is done by ensuring compliance with legislation and guidance as it applies to the post and by being responsible for ensuring the property maintenance, heating and health and safety within the school premises and grounds is maintained in an excellent condition to support the delivery of an excellent education.
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Key Accountabilities

Specific Responsibilities

- Nominated Fire Warden responsible for weekly fire tests and associated checks to ensure compliance with health and safety regulations, identifying potential risks and taking appropriate actions with regard to equipment and signage.
- Responsible for managing general maintenance of windows, mechanical blinds and glass repairs.
- Responsible for raising non-routine faults and repairs with appropriate contractors
- Responsible for raising purchase orders in order to purchase material for repairs and maintenance task
- Key holder responsible for opening and closing the school as the required agreed times

Premises Management

- Ensure the premises and site are maintained to the required standards, carrying out statutory site checks, maintaining records as required
- Managing relevant paperwork associated with facilities management duties and tasks in line with procedures
- Ensuring that the building fabric and services are maintained in accordance with the planned maintenance plan, undertaking prompt repairs outside of the maintenance schedule such as minor carpentry and plumbing as necessary, including appropriate emergency repairs within skillset and agreed guidelines.
- Liaise with the Police and Fire Brigade in all aspects of security, fire and safety and take appropriate action in the case of a break in, theft or fire
- Monitor lighting, heating and ventilation to make sure that it is safe and of the required standard, replacing lamps, tubes, shades and diffusers
- Liaise with facilities contractors on all aspects of property, ground and plant maintenance on a day to day basis, including checking work and sign off.
- Ensure furniture and goods received are moved to the designated areas as required within reasonable capabilities of one person and collect various sundry items of materials and equipment from local shops or merchants, not requiring specialist assistance or handling

Finance and Procurement

- Follow the Trust Financial and Procurement Policies when requesting orders for materials and building or ground works, including providing written specification to contractors, obtaining the relevant number of quotes and completing best value or business cases
- Ensure that purchase orders are raised and sent to contractors for all statutory and regulatory maintenance checks

Security

- Ensure the opening and closing of the school daily at the agreed times, ensuring that the school is available for evening and weekend use as required
- Maintain the security of the premises, ensuring that the alarms are properly maintained and used.
- Ensure annual security audits are arranged actions identified undertaken in line with recommendations.
- Act as one of the key holders, ensuring access to keys is given only to authorised people and respond to emergency calls outside normal working hours

Contract Management

- Responsible for liaising with external contractors and managing their time onsite
- Main point of contact for the Facilities Management and Cleaning contractor

Health & Safety

- Maintain the school in a safe and healthy condition, ensuring effective maintenance of all fire and other safety equipment, safe access and exits, general first aid and emergency equipment and appropriate storage of any potential harmful or toxic materials
- Ensure the school is compliant with planned preventative maintenance and organising contractors to attend site
- Ensure COSHH regulations are applied in relation to storage of hazardous substances and risk assessments completed
- Work with the Office Manager in ensuring the actions from Health and Safety Audits and Fire Risk Assessments are dealt with in a timely manner
- Undertake weekly health and safety walks to identify and rectify any risks within the school buildings and grounds
- Complete risk assessments as directed by the Head Teacher and Office Manager

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

	Essential	Desirable
Qualifications		
Minimum Level 2 qualification in Maths and English	Y	
Sound understanding of Health and Safety policies and regulations, including COSHH regulations	Y	
Health & Safety qualification		Y
Experience of working in a school environment		Y
Experience, Skills and Knowledge		
Industrial / premises experience in a similar role	Y	
Experience of adhering and following Health and Safety legislation	Y	
Understanding of and managing planned preventative maintenance	Y	
Experience of managing contractors and small projects	Y	
Understanding of energy usage and energy efficiency measures	Y	
Ability to provide statistical information	Y	
ICT – a working knowledge of information technology applications and uses particularly spreadsheets	Y	
Ability to manage, including organising, prioritising and scheduling work assignments	Y	
Personal Qualities		
Professional attitude and approach	Y	
Ability to work on own initiative	Y	
Organisation – prioritise work meet deadlines, manage conflicting demands	Y	
Inter-personal – build and maintain effective working relationships with different teams; lead, manage and develop others; be sensitive, tactful and diplomatic as circumstances demand	Y	
Deal appropriately with confidential information	Y	
Excellent written and verbal communication skills	Y	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	Y	
Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Motivation to work with children and young people	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	

