

MULBERRY SCHOOLS TRUST
MULBERRY ACADEMY LONDON DOCK

JOB DESCRIPTION	
Post Title:	Premises Manager
Grade:	PO4
Faculty:	Premises
Responsible to:	Principal or as directed Deputy Principal
Responsible for:	Cleaners, including contracted staff Contracted staff across Premises functions
Date	2025

PURPOSE OF THE JOB

To oversee the compliant delivery of all services both self-delivered and subcontracted, identify shortfalls in specified standards and deal with inadequacies in performance, reporting same to the line manager.

To ensure that the school environment is compliant, maintained and provides a clean and safe environment, ensuring all facets adhere fully to health and safety legislation reporting same to the line manager and nominated colleagues.

To ensure that the Principal is provided with regular reporting on both budget and contract monitoring along with purchase/storage of goods and equipment.

MAIN DUTIES & RESPONSIBILITIES

Oversight and daily management of all necessary Facilities services to the school.

- Undertaking regular compliance inspections of the standard of all elements of service ensuring that the performance standards required of each service provider are being adhered to, with any lapses in standards to be reported to the Principal or nominated deputy.
- Ensuring that when spaces and rooms are made unavailable, action is taken to address and rectify the condition and bring the affected area back into full and safe use.
- Carrying out risk assessments of all used rooms and spaces ensuring they meet all specified service requirements and Health and Safety conditions.
- Drawing up and maintaining a premises maintenance plan in conjunction with the Principal or nominated person and liaising with external contractors on the site.
- Liaising with the Premises/ Facilities Managers at our other Trust schools, ensuring the implementation of best practice and the efficient use of necessary support as and when required.

1. Cleaning: Ensuring all School buildings and grounds are cleaned to agreed standards and specifications.
2. General Site and Premises Management including Grounds Maintenance:
 - a. Ensuring maintenance of all School buildings, grounds and utilities, by developing and operating an agreed programme of planned preventative maintenance and making sure that repairs are properly and promptly carried out.
3. Heating, ventilation, plant and energy management.
4. Security: Keeping all School buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired or fault rectified properly and promptly.
5. Budget Control: Ensuring sound management and control of the School's resources including service budgets, contract monitoring and purchase/storage of goods and equipment.
6. Risk Assessments: Carrying out risk assessments as necessary.
7. Health & Safety:
 - As principal site Health and Safety Manager, ensuring compliance with health and safety regulations and codes concerning the cleanliness, security and maintenance of all School buildings and grounds, having due regard for the health, safety and welfare of all premises users and visitors including contractors.
 - Acting as the Fire Marshall for the School.
8. Staff Management: To ensure a member of the Premises Team is on duty at all times the School is open.
9. School/School Improvement: Supporting, and at times, leading, whole school developments as defined in the School Improvement Plan, including maintenance, improvement and new building projects.
10. Lettings/Events. Collaborate with colleagues to coordinate events held during and after school as needed.
11. Liaise with the sports centre for external and weekend bookings

Fire Safety

- In conjunction with our Fire risk assessor and the Fire Service, to be responsible for the maintenance of equipment and signage for protection against and escape from fire ensuring all failures or inadequacies are reported to the Principal or nominated colleague for immediate action.
- Ensuring those responsible are Keeping records of fire assessments and follow ups, including fire training and managing Fire Marshalls, as well as initiating regular fire evacuation practices and alarm testing.
- Liaising with our external Fire risk assessors and carrying out regular audits to ensure all elements, as detailed above, are being duly and correctly initiated and administered by both.

Security

- Ensuring that the school's CCTV system is in good working order and operating across the school site to keep children and staff safe.
- Carrying out regular audits to ensure all elements, as detailed above, are being duly and correctly initiated and administered by both.

First aid training

- Ensuring the responsible person produces and updates, termly, a Rota of first aiders for the school.
- Ensuring the responsible person has confirmation that the training of designated first aiders is up to date.

- Ensuring the responsible person has confirmation that the accident book and other health and safety records are being properly kept and notifying the Principal or nominated colleague, if they are not.

Other

Personally, undertaking responsibilities relating to the school including:

- Supporting staff with moving furniture and equipment
- Occasional portering and safe delivery and storage of items
- Undertaking routine repairs within the post holder's competence, getting keys cut, changing door guard and clock batteries, specialist light bulbs and recycling bins.
- Transporting and collecting monies to and from the bank, as required by the Finance Manager or his colleagues.
- Arranging for emergency cleaning and removal of graffiti.

DUTIES & RESPONSIBILITIES

Main duties and responsibilities are listed below. Other duties of an appropriate level and nature will also be required.

Cleaning: Ensuring all School buildings and grounds are cleaned to agreed standards and specifications, including:

- Overall management of the School cleaning staff, ensuring that cleaning schedules are effective; instructing and monitoring as appropriate, drawing to their attention any deficiencies.
- Ensuring safe use of all equipment/machinery/cleaning agents. Ensuring cleaners are aware of, and comply with, associated health and safety requirements.
- Ensuring that necessary cleaning tasks are carried out, including arrangements for emergency cleaning and removal of graffiti.
- Ensuring the cleaning of designated areas of the School not covered by the regular cleaning schedule.
- Arranging the cleaning of laundry items, contracts for refuse collection and sanitary bins.
- Checking daily on a regular basis that adequate supplies of soap, toilet rolls, towels and similar matters are available throughout the School, replenishing as necessary.
- Moving dustbins for the disposal of refuse, as appropriate, disposing of refuse by proper means and cleaning dustbin areas.

1. General Site and Premises Management including Grounds Maintenance:

a. Ensuring the maintenance of all School buildings, grounds and utilities and that systems are in place so that any repairs are properly and promptly carried out, including:

- To be actively responsible for all aspects of the maintenance and improvement of all grounds, buildings, equipment, furnishings, plant, fixtures and fittings, furniture, curtains and blinds in the School under the general direction of the Principal. The extent to which the Premises Team will be able to carry out minor repairs, as distinct from initiating action for the repairs to be undertaken by other people, may be variable.
- Developing and managing an agreed programme of planned preventative maintenance to ensure the continuous improvement, repair, decoration and upkeep of the premises and grounds.
- Preparing work programmes and obtaining estimates, where appropriate, for submission to the Principal, planning and considering the operational needs of the School and teaching session times.

- Ensuring that repairs within the competence of the Premises Team are carried out promptly and that other repairs are put in hand and followed up as appropriate through approved contractors and maintenance companies.
- Ensuring that arrangements are in place to deal with minor repairs by existing staff, or building contractors as appropriate, including emergency response to vandalism damage
- General maintenance of the buildings for which the School is responsible, arranging for approved contractors to undertake statutory inspections and specialist maintenance work.
- Reviewing systems for reporting maintenance and repairs, feeding back to staff regarding action and timescale.
- Identifying, organising and contributing to minor decoration and maintenance to the building fabric and furnishings using appropriate tools and equipment.
- Arranging and overseeing alterations, redecoration, building and maintenance works and specialised repair work, reporting on progress made
- Monitoring all premises contracts to oversee delivery of the standards laid down in such contracts.
- Maintaining accurate inventory records for maintenance and repairs.
- Carrying out regular inspections of the School premises, equipment, fixtures and fittings, recording findings and taking required action to ensure that the site is well maintained, safe and in good repair.
- Ensuring that systems are in place to deal with emergencies and minimise disruption caused by snow, blocked drains/gullies etc., maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order.
- Moving stationery, equipment and other goods delivered to the School.
- Removing or stacking furniture and equipment within the School, transporting to appropriate location as required.
- Ensuring that the grounds are maintained to a high standard.
 - Ensuring that all areas and paths are free from litter, weeds and the excessive accumulation of dirt or leaves.
 - Grass cutting and tree/shrub pruning, removing unsightly litter from grassed areas and shrub beds of the School.
 - Arranging specialist work.
 - Planning landscape changes with outside agencies.

b. Heating, Ventilation, Plant & Energy Management:

- Responsibility for ensuring the efficient operation and use of mechanical, electrical and heating services in the establishment. This may include usage and monitoring of heating and hot water plant, fans and lights throughout the School, including the Kitchen/Canteen areas.
- Ensuring that the heating and hot water systems are well maintained and are fully functioning.
- Overseeing the heating plant to provide sufficient temperatures whilst also taking account of energy conservation.
- Ensuring faults and defects, which cannot be dealt with by the Premises Team, are reported to the appropriate maintenance organisation and that follow-up action is taken as necessary, making recommendations for improvements of these operations.
- Evaluate the provision of site services, and make recommendations regarding potential new providers.
-

2. **Security:** Keeping all grounds and buildings secure, including:

- Responsibility for the overall security of the establishment. This includes patrolling or inspecting the site at appropriate intervals.
- Acting as a key-holder; controlling site keys, making sure that routine and non-routine opening occurs.
- Monitoring the effectiveness of security staff and their ability to respond flexibly to changing circumstances.
- Monitoring the day to day security of the site ensuring appropriate action is taken to deal with emergencies including intruders and police liaison, advising the SLT on security policies, matters and procedures.
- Remain on-call and be available to respond to emergencies and urgent matters outside of standard working hours
- Ensuring a rota is in place to respond to alarm activation call outs, taking appropriate action to secure the premises and minimise the risk of any further intrusions pending the completion of permanent repairs.
- Reporting, as appropriate, any breaches of security and ensuring that any resultant damage is remedied properly and promptly.
- Ensuring that effective systems are in place regarding arrangements for securing the site, internal and external doors and that CCTV and alarms are fully functional.
- Ensuring a system exists to ensure that intruder alarms are properly set and reset and that authorised staff are adequately trained in their use.
- Ensuring a system exists for the opening of the School premises at the start of each day, e.g. deactivating intruder alarm systems, unlocking gates, external and internal doors, checking that premises have not been disturbed or damaged.
- Ensuring a system is in operation for the closing of the School premises at the end of each day. This includes checking the premises on foot to ensure that all occupants have vacated the site, ensuring that all windows are closed and locked, unnecessary lights and electrical equipment are switched off, locking of all secure areas, external doors and gates, activating intruder alarm systems, ensuring the safekeeping of keys to the premises.
- Testing security alarms to meet the requirements of insurers.
- Providing access to the School for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.
- Ensuring all pupils attend all lessons each day and attend their allotted lunch period.
- Supporting the teaching staff who manage classroom support.
- Supporting all College staff in the resolution of conflict and vandalism.
- Making recommendations to the Principal and (as appropriate) the Governing Body on all security related issues.

3. **Budget Control:** Ensuring sound management and control of the School's' resources including service budgets, contract monitoring and purchase/storage of goods and equipment, ensuring Best Value, Value for Money and Competitive Tender procedures are observed when obtaining quotations and making recommendations for awarding contracts.

- Managing the premises and cleaning budgets within areas of responsibility, monitoring and controlling areas of expenditure and the receipt of goods.
- Drawing up and maintaining a premises development plan which prioritises the work required and estimates costs.
- Producing and implementing an annual maintenance plan which identifies and schedules service contracts and long term non-recurring, short term cyclical and preventative work.
- On site supervision of contractors for repairs, maintenance and redecoration,

preparing specifications and obtaining tenders, ensuring best-value and compliance with contract standing orders, ensuring compliance with plans, estimates and agreed objectives.

- Monitoring the performance and satisfactory completion of repairs and maintenance work, reporting any failure to fulfil the terms of the contract to the Principal.
- Ensuring the safe storing and moving of items of furniture, equipment and provisions as required
- Ensuring stocks of materials, protective clothing and equipment are maintained as required
- Keeping up-to-date records, inventories and forms as required
- Ensuring secure procedures are in place for transporting monies to and from the bank.
- Manage regular budgeting processes and provide financial reports to the Principal.

4. **Risk Assessments:**

- Carrying out risk assessments, including annual audits relating to security, health and safety, general building and grounds conditions, making recommendations for improvements.
- Carrying out risk assessments for School functions, as necessary.
- Maintaining records and planning for improvement.
- Carry out new expectant mother risk assessments with support from HR.

6. **Health & Safety:** As principal site health and safety manager, ensuring compliance with health and safety regulations concerning the cleanliness, security and maintenance of all School buildings and grounds, including:

- Devising a health and safety strategy for the School, including staff training, ensuring that the Premises Team, Cleaning Team, external contractors, workmen etc are familiar with the School's Health & Safety Policy and its application to the site.
- Maintaining up-to-date knowledge of all regulations and official advice affecting health and safety in the School, keeping governors informed of changes in the law. Reporting on new regulations.
- Ensuring compliance by periodic inspection; use of signs and removal of hazards in all areas
- Ensuring all safety doors, e.g. to boiler rooms, electrical supplies, etc are identified and secured against unauthorised entry.
- To be responsible for the testing of fire alarms and other systems at specified frequencies.
- To be responsible for ensuring that fire exits are accessible and that firefighting equipment is correctly positioned and serviced
- Ensuring proper investigations are undertaken and reports made on appropriate forms of all accidents or potential accidents on the School premises.
- Ensuring that first aid equipment and supplies are correctly maintained and are readily available
- Responsible for notifying appropriate agencies where there is a pest or vermin problem and dealing with the problem as directed.
- Supervising any contractors working on the site who have been engaged by the School ensuring that they are not causing a danger to themselves or others.
- Ensuring the safe operation and maintenance of all mechanical and electrical, fire and other safety equipment, fixtures and substances within the School in accordance with Health & Safety legislation.
- Ensuring the clearing of snow/ice from paths and playgrounds, as necessary, to provide safe pedestrian access to the School site and between buildings.
- Ensuring all equipment, tools and other aids are properly maintained, stored and secured.
- Taking all reasonable steps to eliminate potential hazards arising from faulty or

damaged fixtures, fittings or surfaces, 'making safe' at the earliest opportunity/restricting access to areas of potential hazard.

- Ensuring all work is undertaken in accordance with Health & Safety regulations.
- Making recommendations on all other health and safety matters.
- Knowledge of Health & Safety, hygiene procedures, and COSHH regulations.

7. **Staff Management:** Responsible for the leadership and management of the School's Premises & Cleaning Teams:

- To lead, direct and inspire all members of the team to develop and fulfil their potential.
- To deploy staff according to the needs of the School to carry out routine, preventative and proactive maintenance, making judgement where necessary to alter priorities to meet emergency situations.
- To monitor the attendance and performance of the team to ensure that the best possible service is provided, ensuring correct uniform is worn at all times.
- To assess the training and development needs of the team and ensure appropriate training and development programmes are in place, ensuring all members of the team, including yourself, attend appropriate training courses as required.
- To organise regular team meetings, ensuring effective communication between members of the team and between the team and other appropriate staff within the School.
- To draw up rotas to ensure that staff are deployed at all times the School is open including evenings, weekends and holidays. Times may vary to meet the needs of the School.
- Ensure staff complete daily records of hours worked
- Participate in Staff Appraisal procedures.

8. **School Improvement:** Supporting, and at times, leading whole School developments as defined in the School Improvement Plan.

- Assisting and advising Governors in the execution of duties in relation to the premises
- Taking an active role in whole School improvements, both within and outside School hours, to enhance the curriculum offered to pupils.
- Liaising with the Principal and other staff, as appropriate, to discuss any agreed developments.
- Assessing, prioritising and costing requests for minor improvements, keeping relevant staff in the School informed as necessary.
- Liaising with architects, planners, potential contractors and Officers of the Local Authority.
- Assisting in the preparation of outline specifications for alterations and improvements to the buildings.
- Being the School's representative on all matters of site and building repairs and improvement, including managing follow-up quotations and making recommendations for awarding contracts.

9. **Lettings/Events:**

- Supporting School lettings. This will include evening and weekend lets.
- Ensuring proper arrangements are made for authorised users of the site facilities and buildings. This will include lettings which may require furniture movement, maintenance or cleaning.
- Ensuring correct procedures are followed with regard to health and safety, site security, use of site, facilities and equipment etc.
- Providing support in the operation of the event/letting, ensuring changing rooms and sports facilities are of the required standard of cleanliness prior to evening lettings and School use in the mornings.

The School expects all members of staff to support and promote 'Keeping Children Safe in Education'.

In addition to the above specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Principal.

EQUAL OPPORTUNITIES STATEMENT

To adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

To undertake any other reasonable duties commensurate with the grade as determined by the manager.

SAFEGUARDING

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

HEALTH AND SAFETY

The Health and Safety at Work Act (1974) places duties on all employees:

- to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- to co-operate with the Head Teacher to enable her to carry out her duties as key manager and comply with all relevant Health and Safety legislation;
- not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
- to care for and oversee the appearance of the building;
- to assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

Signed _____

Date _____

Postholder

Signed _____

Date _____

Principal

Person Specification for the Post of Premises & Contract Monitoring Manager	
Knowledge	<ol style="list-style-type: none"> 1. Sound knowledge of relevant Health & Safety regulations and experience of working in an environment with a robust Health & Safety management system. 2. Working knowledge of and first line fault finding for: <ul style="list-style-type: none"> • Heating and ventilation • Water, drainage and plumbing • Electrical systems and gas boilers • Security and alarm systems • Fire protection and detection • Air conditioning and ventilation
Qualifications & Experience	<ol style="list-style-type: none"> 3. Demonstrable experience of safe working practices, ideally gained within a school environment. NEBOSH (certificate level) qualification preferred or higher. 4. NVQ4 or above in Facilities Management preferred. 5. Recent Fire Officer training or willingness to attend training. 6. First Aid trained (3 day certificate) or willingness to gain this qualification 7. Defibrillator trained or willingness to gain this qualification 8. Previous experience of managing and supervising small teams of staff effectively. 9. Experience of working with contractors, including tender processes and adopting robust procurement procedures; establishing and monitoring third party contracts 10. Experience of budget management
Leadership and Management Framework	<ol style="list-style-type: none"> 11. The ability to pay close attention to detail and checking information for accuracy. 12. The ability to work independently and to take initiative when appropriate. 13. Extremely well organised, sound time management and the ability to prioritise workload to meet deadlines. 14. Flexibility to adapt quickly to rapidly changing circumstances. 15. Ability to work under pressure in the School environment.
Other	<ol style="list-style-type: none"> 16. Excellent interpersonal and communication skills (both oral and written). 17. The ability to work as part of a team. 18. Patience and a pleasant manner with good customer service skills

	<p>19. Understanding of, and ability to, maintain strict confidentiality, where appropriate.</p> <p>20. Ability to work as part of, and contribute to, the School's Support Staff Team.</p> <p>21. Experience, or empathy with, working in a multicultural environment.</p> <p>22. IT literate and willing to undertake further training as required.</p> <p>23. Willingness to undertake professional development in the context of rapid development in the use of information technology.</p>
	<p>24. Demonstrable understanding and commitment to safeguarding the welfare of students and young people.</p> <p>25. You may be required to work outside of normal School hours on occasions (e.g. assisting with Parents' Evenings, Achievement Evenings, Plays, etc).</p> <p>26. Good level of physical fitness to undertake some heavy lifting, this is a hands-on role</p> <p>27. Flexibility to attend work out of hours and respond to emergency situations</p>

This post is subject to an Enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate.