

COGNITA

Role Profile: Premises Manager

Purpose

This post is responsible for ensuring the school building and grounds are kept clean, safe and secure, supporting the educational provision, in accordance with the operational needs of the school and any regulatory requirements.

<i>Location:</i>	Breaside Preparatory School, Bromley, BR1 2PR
<i>Reporting to:</i>	Business Manager & Head Teacher
<i>Department:</i>	Maintenance
<i>Working hours:</i>	Full-time: - 40 hours per week (Mon-Fri), all year round. 25 days of annual leave to be taken during school holidays plus bank holidays. The normal working pattern is 07:00-16:00 with one (unpaid) hour for lunch/breaks.
<i>Start date:</i>	Jan/Feb 2020

Key Accountabilities

General

- To ensure that the management and maintenance of the school building and grounds is undertaken and provide the necessary information of completion to the Business Manager.
- General minor repair work including doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. Appropriate painting and redecoration. (This list is not exhaustive, but an example)
- To ensure that all emergency, security and safety systems and equipment (fire extinguishers, fire alarms, intruder alarms, surveillance systems, tools etc.) are monitored, maintained and tested as appropriate.
- To follow procedures set out for the safety and security of the school premises including retrieving CCTV footage as requested.
- To ensure the necessary records of the school building, grounds and equipment are kept in relation to Health and Safety (H&S) and statutory inspection and maintenance guidelines.
- To have a good working knowledge of relevant current legislation and good practice, reporting any concerns to the Business Manager.
- To be conscious of and comply with H&S legislation whilst discharging of duties and responsibilities. To report any concerns to the Business Manager.
- To be aware of your responsibilities with regard to any critical incident and follow instructions given by the Senior Leadership Team at such a time.
- To report any concerns that require specialist expertise and/or resources to the Business Manager.

Premises Management

- To be a school key holder, ensuring the school is opened and closed as required and be on call in the event of any emergencies.
- To ensure the school site is kept clean, safe, in a good state of repair and stocked with all necessary supplies.
- To report as required to the Business Manager & Finance Officer on budgets for service and maintenance, repairs, energy, cleaning etc.
- To be responsible for the scheduling and booking of all contractors, ensuring all due diligence checks are completed.
- To order and supervise repairs when identified for maintenance contracts and improvement schemes – timetabling works as appropriate during periods of school closure.
- To be aware of all out-of-hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school events and facility hire.
- To understand and fulfil your role in emergency evacuation procedures, flagging up any concerns to the Health & Safety Officer and SLT and taking an active role during such incidents.
- To ensure the school hall and any other areas are ready for assemblies or meetings as notified.
- To organise and supervise the Premises Assistant, identification of training requirements, scheduling of work and supervision of duties.
- To ensure that the Premises Assistant works efficiently and effectively, produce appropriate annual leave rota.
- To delegate appropriate tasks to the Premises Assistant and/or outside contractors as necessary for effective site management.
- To ensure there is adequate site staff cover to support activities held in school out of hours to include: school events and lettings.
- To ensure the Premises Assistant is properly trained in the safe use of all tools and equipment.

Grounds Maintenance

- Daily checks of roofs for pooling loose tiles, plant growth etc.
- Keep all hard surfaces free of moss and weeds
- Disinfect and regularly clean drains and dustbins
- Make safe any hazards and ensure that the area is cordoned off.
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.

Administration

- To work with the Business Manager and Health & Safety Coordinator to ensure risk assessments and COSHH assessments are conducted for all areas within responsibility.
- To maintain asset management records or complete returns as requested.
- To request purchase orders for premises and cleaning related goods and consumables as required for the site.

Contracts

- To liaise with the appropriate school personnel and outside agencies over the day to day arrangements with regard to any service level agreements including Cleaning and Grounds Maintenance.
- To make any recommendations to the Business Manager to ensure efficiency, effectiveness and value for money.
- To liaise with contractors regarding adjustments to schedules in order to support school events after checking required arrangements with the Business Manager.

Transport

- To ensure regular checks on the school vehicles, including checking levels of fuel with servicing booked as and when required, reporting any concerns to the Business Manager and Group Transport Manager.
- Ensure suitable training is arranged for new staff on the use of minibuses and that licence checks are training for existing minibus drivers are kept up to date.

Support for the School

- To be aware of upcoming school events and your role within these, reading the daily briefing notice and attending meetings as required and liaising with appropriate staff in advance of events as required.
- To attend, where appropriate, whole school events.
- To be aware of and comply with all school policies and procedures with a particular reference to those relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate staff member.
- To instruct and support other members of the school team as required, and take part in performance management of the Premises Assistant
- To contribute to the vision and ethos of the school.
- To appreciate and support the role of other professionals.
- To participate in training and other learning activities and performance management as required.
- To carry out other duties as may be reasonably requested by the Senior Leadership Team

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualifications or experience relevant to the role • Full and clean driving licence 	<ul style="list-style-type: none"> • CPC licence • First Aid at Work • Fire Marshall
Skills	<ul style="list-style-type: none"> • Flexibility – prepared to work some hours outside normal working hours • Craft skills e.g. plumbing, electrics, decorating • Ability to operate & think strategically. • Influencing and negotiating • Facilities Management. 	<ul style="list-style-type: none"> • ICT and general computer literacy skills
Experience	<ul style="list-style-type: none"> • Managing Capex & Opex • Health and Safety reporting • Previous experience of working in an educational establishment • General knowledge of building maintenance procedures and relevant skills. 	
Other	<ul style="list-style-type: none"> • Ability to work under pressure 	<ul style="list-style-type: none"> • Ability to organise and prioritise own workload. • A high degree of professionalism in your approach to work and tasks set

Key Stakeholders:

Internal –

School Leadership Team

Finance Team

Operations Team (School Support Centre)

External –

Third party contractors

Parents

Signed: **Name (print):**

Date: