

Job Description			
Job Title:	Premises Manager	Job Category:	Support
Hours of Work:	36 each week	Grade:	BEX09
Responsible to:	School Principal		
Functional Links with:	School Principal, Senior Leadership, Trust Management, Teaching Staff, Governors, Contractors, Suppliers, Local Services, Local Authorities		
Main Purpose of the Job:			
<ul style="list-style-type: none"> • Responsible for buildings maintenance, cleaning, health & safety in line with HSE guidelines, heating systems, grounds maintenance, tree safety & maintenance, physical boundary safeguarding measures and other general services relating to the premises • Ensure a clean, safe, secure, well maintained and always improving environment for all staff, pupils and visitors of the school • Line manage the site team, holding weekly meetings to ensure that communication across the team is clear • Ensure that value for money is obtained for all elements of the Premises Management, including best price and due diligence practices for all site related projects and contracts • Liaise with the Site Team & contractors to manage the daily running of the school 			
Major Duties & Responsibilities:			
<ol style="list-style-type: none"> 1. Direct, manage and motivate the Site Team staff and to have a direct hands-on involvement where required within a management capacity 2. Ensure that the Premises and Grounds are maintained in a safe and healthy condition, including the maintenance of fire and other safety equipment, firefighting equipment and the effective monitoring and record retention of fire safety precautions 3. Ensure that the school site is safe to open during inclement weather, including regular contact with the Principal regarding school closures if required. Management of the Site Team to ensure the distribution of salt and the removal of flood water and blocked drains 4. Ensure the safe storage of potentially harmful substances and equipment, including the maintenance of records and registers for such items. 5. Liaise with outside contractors regarding minor and major works, improvements and repairs, managing closed periods to ensure works are achieved on time, to budget and with little or no disruption to the running of the school timetable if possible 6. Plan and implement the external and internal maintenance programme, including decoration of the school buildings, all major and minor works and refurbishment programmes, ensuring the effective procurement and tendering for contracts, achieving best value for money 7. Take appropriate action to ensure and monitor safe levels of lighting, heating and ventilation. Maintain & monitor fuel efficiency 8. Manage the overall security arrangements of the premises, ensuring that there is an appropriate system of key holding management, maintenance of alarm systems and CCTV, 			

that periodic reviews of the site security are conducted and that all reviews are backed up and actioned with appropriate remedial work to ensure that all systems are fully functional.

9. Organise unscheduled and emergency cleaning and ensure that the efficient discharge of the cleaning contract is carried out including regular monitoring of standards
10. Manage and submit energy usage and renewable energy readings to the appropriate departments and agencies
11. Liaise with the finance department to manage the maintenance budgets, including contracts, to ensure best value and compliance
12. Assist the School Principal, Trust Operations Director, Trust Finance/Business Director with the organisation and implementation of minor and major improvements and developments of the School grounds and buildings
13. To conduct health and safety inspections with school Governors, risk assess, action and publish the findings
14. Publish relevant reports to be used by the School Principal and Trust Operations Director at Governors/Trust meetings
15. Attend Governors/Trustees meetings if required
16. Manage and Chair Departmental Technicians Health & Safety forum meetings
17. To ensure that the school mini-buses are serviced and inspected. To include management of bookings for usage and timely regular inspections and re-fuelling prior to bookings commencing
18. Liaise with the management of the lettings company regarding lettings
19. Implement the School's/Trust's Health & Safety policy and develop safety policies, risk assessments and procedures linked to the site
20. Establish and maintain an inventory of equipment, furniture and fittings, working with Heads of Department and Site Team to manage this effectively

Resources:

- Buildings, plant and equipment, 4 Site Team members

Skills/Requirements

- Operation of information systems including Microsoft Office, EVERY, asset registers, inventories and databases etc
- Interpersonal skills to organise, supervise and oversee contractors and other visitors on site
- Planning, documentation and implementation of projects
- Written and verbal reports to Senior Leadership Team and Governors
- Technical understanding of security, safety and heating equipment, basic electrical systems knowledge, plumbing, flooring maintenance & repairs and decorating methods
- Financial management of budgets to ensure best value for money
- Flexibility towards duties which sometimes require physical work inside or out, in sometimes, unpleasant or hazardous conditions.
- Nominated key holder
- Emergency point of contact

Last Updated By:

HR

Date:

26/11/2024

Person Specification	Essential / Desirable
Qualifications	
Level 4 English and Maths at G.C.S.E. or Equivalent	E
Secure IT skills (to include competent use of Excel and Outlook)	E
Knowledge of current health and safety legislation in relation to premises Management	E
Appropriate qualification in health and safety	D
Knowledge of fire safety and fire risk management	D
Level 3 or equivalent in a relevant trade	D
First Aid trained or willingness to train	D
Experience	
Relevant experience in a similar role	E
Experience of working effectively with contractors	E
Experience of building good customer relations	E
Experience of working within the education sector	D
Experience of working in a trade such as joinery, carpentry, plumbing, electrical, painting and decorating	D
Experience of undertaking risk assessments	D
Experience of undertaking asbestos, legionella and other checks	D
Experience of developing and implementing a programme of work	D
Experience in managing others	D
Skills & Abilities	
Excellent organisation and time management skills with the ability to plan, organise and prioritise own and other's workload	E
Self-motivated with a positive, can-do attitude	E

Ability to communicate clearly and work as part of team as well as to take direction and provide direction to others	E
Full clean driver's licence	E
Good communication skills for building positive working relationships at all levels	E
Willingness to train to help improve the Trust's site management	E
Able and willing to travel across the Trust as required to share skill specialisms and knowledge	E