

## GLF Schools - Job Description

<b>Job Title</b>	Premises Manager (primary school)	<b>Job Reference</b>	FWPM21
<b>Location</b>	Floreat Wandsworth	<b>Travel required</b>	N/A
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>• To be responsible for the effective and efficient management of the school site and grounds to provide a safe, well-maintained and comfortable learning environment for staff and students.</li> <li>• To take lead responsibility for day to day compliance and maintenance, including liaising with contractors</li> <li>• To carry out premises duties, as required, these will include the undertaking of lettings and lease requirements to support the school in generating income and to proactively improve the schools' premises.</li> </ul>			
<b>Key Accountabilities</b>			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>• Manage and supervise compliance within the schools in the area in line with the GLF Health and Safety policy and procedures and statutory requirements</li> <li>• Be responsible for the management of day to day responsive and planned building maintenance, liaising with contractors, organising and supervising work.</li> <li>• Working with the school and the Regional Estates Partner, contribute to the long and short term plans for maintenance, repair, redecoration and improvement of the school premises, and classroom furniture repair/replacement.</li> <li>• To conduct any minor repairs within ability, training and Health and Safety constraints.</li> <li>• Ensure high standards of cleanliness throughout the school, both internally and externally are met, including responsive cleaning and specialist cleaning and managing any cleaning contractors/staff</li> <li>• To liaise with all appropriate authorities regarding sanitation, water, electricity, gas, building regulations, and environmental health.</li> <li>• To meet on a regular basis with the Regional Estates Partner and provide a report on current building issues with reference to the School Development Plan.</li> <li>• To manage and operate systems of staffing cover for lettings and other community usage of the premises, to advise on the security of buildings during periods of lettings and to ensure appropriate heating arrangements are made to meet lettings demands.</li> </ul>			
<b>Security</b>			
<ul style="list-style-type: none"> <li>• To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that there is an appropriate system of key holding management, that periodic reviews off site security are conducted and that appropriate progress action is followed through.</li> <li>• Oversee management of security matters and ensure the security of whole site at all times including responding to emergency call outs when requested.</li> </ul>			
<b>Portering</b>			
<ul style="list-style-type: none"> <li>• Manage provision of a portering and furniture moving service to ensure supplies are in place and school activities.</li> <li>• Overseeing and undertaking the arrangement, removal or relocation of classroom, office and general school furniture and equipment as necessary paying due attention to manual handling safe practices and maintenance of safe access/exit routes and walkways around the various halls, offices and classrooms.</li> </ul>			

- Managing effectively arrangements for purchasing, collecting, receiving and distributing deliveries of goods around the site.

#### Monitoring

- Establish and monitor procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary supplies.
- Liaising with and monitor the work of contractors engaged by the School to ensure specified standards are achieved.
- To take overall responsibility for monitoring the cleaning standards achieved by both school staff and outside contractors, and to take action to rectify substandard performance.
- Liaise with contract cleaners to ensure that cleaning is in accordance with specification.
- To monitor and record all site and health and safety surveys.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the records.

#### Cost Effectiveness

- Contribute to the Trust's objective of achieving greater value for money in the maintenance of the buildings and site.
- Manage, schedule and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed and make suggestions to the Regional Estates Partner on matters relating to energy control and conservation. Ensure lights and other equipment is switched off as appropriate.
- Where appropriate to the nature and organisation of the school, write reports on fault finding, cost of vandalism, suggestions for increased efficiency of the service inspections/fault finding etc.

#### Grounds

- To ensure that the ground maintenance works are fully completed.
- To manage grounds maintenance contractors.
- To ensure that the grounds are appropriately planted.
- To be responsible for the condition of the schools' fences and gateways and to take action to repair.
- To establish working patterns that ensure that the schools' grounds are always clean and tidy and provide an excellent environment.

#### Health and Safety

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To monitor the site to ensure that the Health & Safety Guidance is adhered to and to establish safe working practices, ensuring that the appropriate clothing is worn at all times and risk assessments completed.
- To look after health and safety records, ensuring all relevant paperwork is maintained and available and adhered to as required.
- To participate in regular Safety Inspections of all school premises.
- To ensure the Fire Alarm system, escape routes, fire extinguishers & emergency lighting are checked and records kept.
- To be responsible for maintaining fire safety in line with fire safety regulations.
- To ensure that all staff use equipment, machinery and cleaning materials in an appropriate manner and that any accidents at work are reported to the Business Manager.

#### Other Duties

- To ensure that all contracts and orders are placed in accordance with the Trust's financial procedures.
- To assist with and participate in staff training programmes.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.
- To work positively and inclusively with all colleagues and stakeholders.
- To research new products, laws, materials, equipment, supplies, regulations, etc. for the purpose of recommending purchases, contracts and maintaining high standards.
- To undertake such other duties appropriate to the post.

#### Accountability

- Regional Estates Partner
- GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

#### Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.