



# JOB DESCRIPTION

<b>Job title:</b>	<b>Premises Manager</b>
<b>Scale:</b>	<b>CAN 22-26</b>
<b>Line manager:</b>	<b>Business Manager</b>
<b>Hours per week:</b>	<b>36 (Monday – Friday)</b>
<b>Weeks per year:</b>	<b>All year round with 23 days annual leave</b>

## **Purpose of post**

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.

## **Specific Duties**

### **General**

- To ensure that the management and maintenance of the school building and grounds is undertaken in line with the premises schedule and provide the necessary information of completion to the Business Manager.
- 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 on budgets for service and maintenance, repairs, energy, cleaning etc.
- To be responsible for the scheduling and booking of all contractors to complete tasks required as per the service and maintenance schedule.

- 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 outside lettings.
- To monitor the school Building Management System (BMS), which controls the heating and hot water systems and to monitor the energy usage for cost efficiency.
- To understand and fulfil your role in emergency evacuation procedures, flagging up any concerns to the Business Manager 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 be aware of the DT, vehicle and other mechanical equipment within the school, inspecting these when required and reporting any concerns to the Business Manager.

### **Site Team Management**

- To organise and supervise the site team, identification of training requirements, scheduling of work and supervision of duties.
- To ensure that the site team works efficiently and effectively, produce appropriate individual staff work sheets, duty rota and annual leave rota.
- To delegate appropriate tasks to the site team 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 all members of the site team are properly trained in the safe use of all tools and equipment.
- To report all staff absences to the Business Manager & HR Officer.

### **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.
- Ensure suitable training is given to new staff on the use of minibuses and that licence checks are kept up to date.

**Administration**

- To work with the Business Manager to ensure risk assessments and COSHH assessments are conducted for all areas within responsibility.
- To complete an annual return related to asset management as requested.
- To raise purchase requests for premises and cleaning related goods and consumables as required for the site team.
- Keep an updated premises status report to be shared with school Governors on a termly basis, highlighting potential dangers and remedial work required/taken.

**Support for the School**

- To be aware of upcoming school events and your role within these, reading the weekly briefing notice, 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 person.
- To instruct and support other members of the site team as required, and take part in performance management
- 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.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.*

# PERSON SPECIFICATION



You will be expected to work effectively with staff at all levels as well as with parents/carers, students and external agencies. You will thus need the following qualities:-

- Ability to handle sensitive issues relating to students, keeping confidentiality as required
- Ability to form good working relationships with students, parents/carers and colleagues
- Good oral and written communication skills
- Good organisational and time management skills and the ability to work under pressure
- The ability to organise duties and schedules in a fair and equitable manner
- Adaptability and flexibility in working practices and the ability to know when to use initiative
- A high degree of professionalism in your approach to work and tasks set
- An ability to be a good role model for students and colleagues
- Ability to organise and prioritise own workload.

It will also be advantageous to the applicant to have:

- Qualifications or experience relevant to the role
- An awareness of the administration demands relating to premises matters and actions needed to be taken with respect to common issues.
- ICT and general computer literacy skills with the ability to apply this to different school building management systems and health and safety reporting.

Training in school systems and practices will be provided both prior to the post being undertaken and during service.