



JOB DESCRIPTION - PREMISES MANAGER

Upton House is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

TITLE

Premises Manager

PURPOSE OF JOB

- a) To ensure school buildings and grounds are maintained to a high standard and are clean and secure.
- b) Be the main key holder for the site.
- c) To manage the Site Assistants and Cleaning Team
- b) To manage all operational matters relating to the schools contracted cleaning staff.
- c) To be responsible for routine checks to the school minibus and for driving pupils, as required.
- d) To manage maintenance and small equipment budget, source quotes, place orders and supervise on-site work.
- e) Be a member of the School's Health & Safety Committee and responsible for statutory checks e.g. fire and legionella

RELATIONSHIPS

Accountable to the Head and Deputy Head – Pastoral and Logistics. Line Manager to the Site Assistant and cleaning staff.

RESPONSIBILITIES AND KEY TASKS

Daily:-

- a) Cover for unlocking the school at 7.00am and ensure access is available to all buildings by 7.20am. Ensure curtains and blinds are open and all internal doors are unlocked. De-ice paths, play area etc if required. Be available to deal with any early deliveries or arrival of contractors.
- b) Cover for locking up the school at 9.00pm, ensuring everyone is out of the buildings, locking all doors, closing curtains and blinds.
- c) Carry Site Team phone at all times when on site to ensure contact can be made
- d) Set out the Hall for assemblies and clear away after assemblies on days when other regular duties permit.

- e) Review Site Management Requests on shared area. Schedule work between self and Site Assistants, liaising with requesting staff if necessary. Move requests in progress and completed into appropriate folders.
- f) Attend immediately to any maintenance matters causing Health & Safety concerns.
- g) Liaise with Site Assistant at the end of their shift to hand over any outstanding jobs and co-ordinate activities for the afternoon.
- h) Man gate as and when required throughout the mornings and afternoon, to allow parents access to collect children.
- i) Maintain a diary for vehicle and room bookings and evening/weekend events held on school premises and refer to it daily to ensure all requests are satisfied in conjunction with Site Assistants.
- j) Monitor the cleaning of the School and bring to the attention of the on-site Supervisor any concerns or deficiencies via the cleaning record book
- r) Ad hoc cleaning as required throughout the day.

Weekly:-

- a) Ensure routine oil, water and tyre pressure checks on minibuses are carried out, and written records are kept. Ensure first aid kit and fire extinguisher are intact. These checks also to be performed on any day the minibuses are to be used and written records kept.
- b) Driving children to and from school events and activities, including regular weekly swimming lessons and sports lessons. Other ad hoc driving as required.
- c) Ensure all waste is put out for collection on appropriate days and liaise with Borough regarding any special requests/problems with collection.
- d) Perform weekly test of fire alarm.
- e) Place orders for cleaning and maintenance products as required.
- g) Perform a thorough inspection walk of all buildings, reporting to the SLT any minor maintenance issues and agreeing a schedule for repair. Report Health and Safety issues immediately on discovery at any time.
- h) Visit local suppliers to purchase maintenance supplies.
- i) Place orders for small equipment requested for classrooms or other locations having first clarified requirements, considered budget implications and discussed with the Finance Manager if necessary.
- j) Hold monthly team meetings with cleaning and site teams.
- k) Attend weekly liaison meeting with the SLT including update on planned work
- l) Absence management of cleaning and site teams.

Other:-

- a) Undertake maintenance of the school including, but not limited to:
 - Small carpentry jobs

- Painting and decorating of small areas
 - Basic plumbing
 - Limited electrical (plugs, fuses, light bulbs etc)
 - Maintenance of locks
 - Maintenance of the heating systems
 - Garden maintenance
- b) Monthly, or more frequently if necessary, review budget position and planned future spending to ensure tight management of costs.
 - c) Maintain a database of preferred maintenance suppliers and a schedule of planned maintenance.
 - d) Agree planned and emergency maintenance tasks with the SLT, source quotes and place orders. Schedule work for holidays or other suitable times.
 - e) Arrange all statutory inspections/maintenance visits for premises equipment i.e. fire alarm, intruder alarm, CCTV, lift, pest control, water testing, fixed wiring and portable appliance testing. Maintain records.
 - f) Supervise third party contractors during the school holidays or term time. Provide access to buildings as required.
 - g) Ensure contractors method statements and risk assessments are obtained, reviewed and filed in the contractors' file.
 - h) Liaise with contractors on building work and, in particular, ensure school security and the safety of staff, pupils and visitors is not compromised.
 - i) Attend termly Health and Safety Committee meetings, give report on fire and other emergency precautions and participate in other agenda items.
 - j) Maintain and update all site related policies and advise Health and Safety Manager on Health and Safety policies
 - k) Complete and keep up to date risk assessments of site related areas and activities.
 - l) Conduct three monthly, six monthly and annual tests of emergency lighting according to statutory requirements.
 - m) Organise deep clean of school buildings during holidays and after maintenance or building work, including cleaning carpets.
 - n) Ensure cover to support or lock up after evening or weekend school events or to provide access and monitoring for third party lets or contractors. The Site Manager should expect to attend a minimum of eight evenings a year and three Saturdays to assist with Parent Teacher Association and other school events. There may be other occasions on which out of hours attendance is required. Time off in lieu or overtime payment will be given for some, but not all, of these events.
 - m) Assist the SLT in termly fire drills.
 - n) Act as primary key holder for emergency alarm call outs from police or guarding company.
 - o) To undertake any other duties consistent with the nature and responsibility of the role which the Deputy Head – Pastoral and Logistics or Head may, from time to time, determine.