



Post Title	Premises Manager
School / Organisation	Avanti Services Ltd
Location	Avanti Court Primary School - Redbridge
Grade	Grade 6, £29,382 - £31,043 per annum
Hours	Full-time (40 hours per week)
Contract Type	Permanent
	Year-round
Reports to	Head of Estates
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

- To be responsible for the general maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.
- The person appointed to this role will be expected to have enthusiasm and commitment for improving the school within areas of their direct responsibility.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

RESPONSIBILITIES OF THE JOB

- To be the main key holder and to be responsible for the maintenance of keys and the electronic alarm system and be the first respondent to emergency call outs. This includes the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the school is locked and secure, with fire doors and all windows closed at the end of the school day and after any school functions, lettings or community use.
- To ensure that all alarm systems are functioning properly and that regular checks are made of the systems.
- To provide a first point of contact for all visitors to the site, outside of normal working hours and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety policy.
- To ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.
- To alert the appropriate person to any risk to a breach of security and deal with any incident affecting security as directed.
- To patrol the site to check for hazards, damages and intruders.
- To ensure that lighting is kept in good working order.
- Supervising Contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that work is carried out to the required standard, as appropriate.

Purchasing and storing

- In liaison with the Area Finance Manager provide orders for all materials and equipment required for maintenance, cleaning and sanitary provision.
- Ensure the proper and safe storage of all the equipment and materials that are within the above categories.
- Ensure the proper maintenance of all machinery related to the above categories.
- Maintain records (e.g. COSSH), auditing all stock related to these categories and any maintenance/repair of equipment.
- Stock managing of the cleaning and maintenance needs within the allocated budgets preferable on a computerised.
- By arrangement cover lettings of school premises including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.



Repair and maintenance

- To be responsible for a regular schedule of inspections throughout the buildings, and action plans for modifications and improvements. Alerting the head teacher to any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, time keeping, fire-fighting equipment and heating systems.
- Ensure the regular checking by outside contractors of those system that require such checks: electrical testing, alarms, heating systems, fire services, security alarms, gymnastics equipment and photo-copying equipment.
- Be responsible for all recycling schemes.
- Make repairs if they are within the job's remit and manage contractors to complete their work and to ensure that the work has been completed in a proper and timely manner and comply with all health and safety rules.
- Record all repairs and keep a maintenance log of routine and non-routine tasks
- To prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues e.g. locks, windows, gutters and paintwork.
- Immediately report any defects to the Principal and take any remedial action if possible.
- To assess maintenance/space needs where necessary and use initiative to take appropriate action. Meet on a regular basis and give advice and make recommendations for improvements to appropriate person.
- In consultation with the appropriate person negotiate prices for work to be carried out in school to ensure best value for the school.

Portage

- Undertake any necessary portering duties in line with correct handling policies.
- Manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods, after the admin staff has checked them.

Health and Safety

- To make recommendations with regard to the Equalities Act.
- Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.
- To ensure duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
- To carry out equipment testing as appropriate and report any faults to the appropriate person.
- Operate CCTV or surveillance systems where installed and take appropriate action to report any faults.
- Carry out fire drills in consultation with the appropriate person.

Other responsibilities

- To ensure that a relief provision is in place for cleaning duties in the case of absence through sickness or holidays after discussion with the Principal.
- To meet with the Principal on a regular basis to report any issue arising from the various aspects of the role but be able to work with minimal supervision and to given timescales.
- To undertake duties of a similar nature and responsibility as may be required from time to time by the Principal.
- To carry out all duties in line with the school's policies and Trust's Ethos Policy.
- To monitor the quality of cleaning undertaken by the cleaning team and work closely with the cleaner in charge regarding standards of cleaning throughout the school.
- To undertake 'emergency cleaning duties' which may occur during the school day.
- Maintain all logs and appropriate records and actions in accordance with procedures.
- To be able to communicate effectively both orally and in writing.
- To work as part of a team and form good relationships with other colleagues
- To maintain confidentiality over matters relating to the school, pupils, staff or parents.
- To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
- To undertake broadly similar duties commensurate with the level of the post as required.
- Actively participate in any appropriate training when required.

PERSON SPECIFICATION

Criteria	Requirement	
	Essential	Desirable



1.	Ability to work independently and lead	X	
2.	Ability to organise one's own work, to prioritise tasks and keep to deadlines	X	
3.	Ability to communicate and interact effectively with adult's children and young people	X	
4.	Ability to be flexible and respond effectively to the 'unexpected'	X	
5.	Ability to apply basic ICT skills to the needs of the job	X	
6.	Displays commitment to the protection and safeguarding of children and young people	X	
7.	Willingness and motivation to develop own skills and work towards professional training qualifications		X
8.	The know-how to assess and carry out minor repairs and maintenance independently and commission experts where required.	X	
9.	Relevant certification of practical skills and knowledge	X	
10.	GCSE at level A – C in English and mathematics or equivalent		X
11.	Certification of relevant health and safety training or a willingness to attend appropriate Health and Safety training	X	
12.	Considerable, demonstrable experience of high quality maintenance, site/facilities management and health and safety	X	
13.	Willingness to successfully complete the range of training relevant to the job	X	
14.	Displays commitment to the protection and safeguarding of children and young people		
15.	An understanding of the various cleaning methods and techniques	X	
16.	An understanding of health, safety and security issues and relevant legislation affecting schools and in undertaking risk assessments	X	
17.	The know-how to assess and carry out minor repairs and maintenance	X	
18.	A thorough practically based understanding of premises maintenance issues	X	
19.	Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2022/09/AST-Child-Protection-and-Safeguarding-Policy.July-2022.pdf>