



St Christopher's School Trust (Epsom) Ltd

Job Title: Premises Manager

Main purpose of the job: A variety of responsibilities regarding the management of the school's building and grounds. This will include upkeep, maintenance, security, health and safety and cleaning.

Responsible to: The post holder is responsible to the Senior Management Team and will work closely with premises assistants, kitchen staff, cleaning contractors, and external contractors. The post holder will interact on a professional level with all colleagues and seek to establish and maintain productive relationships with pupils, parents, and support staff.

Hours: 7.00am – 4.00pm Monday - Friday (52 weeks per year) with 25days holiday plus Bank Holidays

Main Responsibilities and Tasks

- Opening up the site in the morning (as well as locking the school during school holidays) and being a main key holder for the school.
- Assisting daily in managing the security of the main entrance gate for families at the start and end of the school day.
- Undertaking routine and emergency maintenance of the school including, but not limited to:
 - Small carpentry jobs
 - Painting and decorating of areas
 - Basic plumbing
 - Window cleaning and low-level gutter clearance
- Scheduling contractors to undertake specialist repair and maintenance tasks (e.g. electrician or plumber), managing contractors on site
- Providing general support around the school, including but not limited to:
 - Accepting deliveries and signing off
 - Daily setting tables and chairs for breakfast club and lunchtimes and cleaning and clearing away afterwards
 - Taking rubbish to the bins and ordering skips
 - To check pupil toilets daily, restocking supplies and undertake any remedial cleaning. Cleaning up bodily fluids (e.g. vomit) and unblocking toilets
 - Moving furniture, setting out chairs & staging for School events
 - Assisting with weather related hazards (e.g. snow clearance, or salting paths.)
- Ensuring relevant health and safety legislation and guidance is complied with (e.g. relating to safe use of ladders, legionella, PAT testing, and storage of hazardous items)

- Carrying out statutory health and safety checks, and maintaining accurate records (e.g. fire alarm testing)
- Undertaking mandatory training relevant to the post;
- Attending termly Health & Safety committee meetings;
- Championing health and safety on site, and maintaining the highest standards of health and safety;
- Being the first port of call for the kitchen team and premises assistants;
- To monitor and liaise with the contract cleaning staff re standard of cleaning;
- Acting as a Fire Marshall (one of a team of three);
- Attend Open Days, school exhibitions and annual Governors' social as required;
- To attend INSET days and participate in training and other learning activities and performance development as required;
- Participate in the appraisal system;
- To comply with safeguarding policies, procedures, and staff code of conduct and adhering to school policies and guidelines;
- Undertake any other duties as may be reasonably required by the Headteacher, Bursar or Governors.

Safeguarding of pupils and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, then it is essential you know what actions to take.

Annual safeguarding training is offered at St Christopher's, and it is the staff member's responsibility to be aware of the most up to date guidance documents in the Keeping Children Safe in Education document (DFE (Department for Education)).

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties, but instead sets out the principal expectations of the school in relation to the post holder's duties. The duties are varied, including site security, responding to emergency requests for general cleaning and undertaking a range of maintenance tasks. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.