



# Job description: Assistant Premises Manager

## Job details

**Salary:** (Inner London) dependent on experience

**Hours:** Full-time, 35 hours per week, Monday to Friday

**Contract type:** Fixed-term until 31<sup>st</sup> August 2026

**Reporting to:** Premises Manager

**Responsible for:** Premises team

## Main purpose

Under the line management of the Premises Manager, the Assistant Premises Manager is responsible for carrying out a range of duties which contribute to the maintenance, repair and security of the school's facilities. They will work as part of the Premises Team to provide a secure environment for staff and pupils during the school day. They will assist in the day-to-day maintenance and cleanliness of the school, grounds and buildings. They will deputise for the Premises Manager in their absence, or whenever the Premises Manager is off-site.

## Duties and responsibilities

- Complete weekly/monthly compliance testing.
- A degree of Health and Safety knowledge but training will be provided.
- Assist with cleaning of premises internally and externally.
- Assist with repairs and decoration when needed.
- Supervise cleaning staff and be able to order cleaning materials when needed.
- Weekend work for Saturday school and lettings.
- Be flexible when it comes to Parents evening and such other occasions.
- Must be computer literate in order to receive and send emails, complete various documentation.
- Be able to liaise with SLT team, SBM, and teaching staff.
- Sign in contractors and supervise when necessary.
- Keyholder and second contact for out of hour emergencies. (The school at the moment through our FM partner have a key holding company that attend out of hour calls) But the premises staff are also on the contact list for call outs.

The Assistant Premises Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.



Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Attendance Officer and Office Administrator will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.