

JOB DESCRIPTION

JOB TITLE: Premises Manager

RESPONSIBLE TO: Estates Manager

GRADE: KR 7, points 18 - 22

HOURS: 37 hours per week

PURPOSE OF THE POST:

In conjunction with the Trust Estates Manager and the Academy Principal the overall purpose of this role is to support the management and development of the academy site and premises. This will include managing academy premises issues as they arise, developing a premises and maintenance plan, and addressing all aspects of the Asset Management Plan (as approved by the Trust Estates Manager) to ensure that the premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum.

The post holder will be required to be an experienced practitioner with significant practical skills. The role is both operational as well as managerial, therefore you will be required to have a 'hands on' approach and lead by example, as you will spend a significant proportion of your time involved in practical site activities.

This post is responsible to the Trust Estates Manager although day-to-day communication and cooperation with the academy Principal and leadership team is essential.

Line Manager to: 1 full time premises assistant, 1 part time premises assistant and a cleaning team

Working Hours: flexible to ensure cover from 6.30am to 6.00pm in conjunction with the rest of the site team. 37 hours per week, all year round

Salary/Grade: Kent Scheme 7

Disclosure Level: Enhanced

CORE RESPONSIBILITIES

Management of the Premises Team

- Prepare work rotas covering daytime, evenings and weekends to ensure that the site is adequately covered for maintenance, security, cleaning and lettings.
- Allocate the daily, weekly and monthly tasks for each member of the premises team.
- Monitoring performance of Premises staff against agreed targets.

- Receive regular reports from the premises team regarding the reactive maintenance undertaken, including date, time taken, materials utilised and lead member of staff.
- Monitor the condition of site buildings and grounds to ensure that appropriate standards are achieved.
- Manage Performance Management for the Premises Team and in partnership with the Trust Estates Manager, identify individual and team training needs and support team development.
- Ensure effective risk management, for example, in health and safety, and in the management of any third-party service contracts.
- Know about risk assessment tools and how to use them to establish hazards within the academy and the associated risk involved.

Strategic Maintenance

- Contribute to the strategic planning and development of the academy site, in conjunction with the Trust Estates Manager and the Trust Executive, and be proactive in identifying the most appropriate and effective solution to the developing facility needs of the Academy.
- Contribute to the management of all site-related projects: from initial concept, through design and specification, to implementation and hand-over to the academy.
- Manage the costs of site-based projects to both budget and specification.
- Manage and ensure that all statutory inspections and maintenance are carried out in good time, by suitably qualified persons so as not to become non-compliant.

Planned Maintenance

- Ensure that the planned maintenance programme for the academy is understood and any need to use third-party contractors is agreed with the Trust Estates Manager.
- Agree the scope of the work with the Trust Estates Manager and obtain quotes from third party contractors when authorised to do so by the Trust Estates Manager, prior to instructing them to undertake the work to demonstrate that best value has been obtained. The number of quotes obtained will be in line with the Trust policy.
- Maintain a file of all work undertaken by third party contractors to include:
 - Specification;
 - Quotes – both successful and unsuccessful;
 - Method statements and risk assessments forwarded by the contractor to cover the specified work, some of these may be generic;
 - Copies of the signing-in log and Asbestos Register review;
 - Copies of all permits to work.
- Ensure that all work is signed off on completion, identifying any areas of concern, and managing the contractor until the work is completed satisfactorily.

- Ensure that arrangements are in place to ensure that there will be an appropriate and timely response to emergency callouts as necessary.
- Ensure that a member of the Premises team attends to co-ordinate any emergency repairs.
- Ensure that the academy is properly prepared for use during inclement weather.

Health and Safety

- Maintain a register of Risk Assessments for operations undertaken by the Premises team, and ensure that a rolling programme of auditing Risk Assessments is implemented to ensure that they are still relevant.
- Ensure that the Premises Team use equipment in a safe manner and are appropriately trained.
- Ensure that a register of all hazardous chemicals in use on the site is developed and maintained, and ensure that all staff who use the chemicals are aware of how they should be safely used and stored.
- Ensure that copies of the hazard data sheets are available in a central register and at the point of storage.
- Ensure that any contractors visiting the site are shown a copy of the Asbestos Register.
- Ensure that any contractors visiting the site are made aware of the academy policy in relation to smoking, of the fire evacuation procedure and park in a designated area.
- Obtain risk assessments and method statements from third party contractors prior to them starting work on site.
- Operate a permit to work scheme for all contractors and ensure that all contractors are in possession of a permit prior to starting work.
- Continuously monitor compliance with health & safety regulations.
- Ensure that the fire alarm is checked weekly and a record of the test maintained.
- Ensure that the emergency lighting is checked in accordance with the PPM 52 week planner and a record of the test maintained.
- Ensure that the fire-fighting equipment is checked weekly and any fire extinguishers that have been discharged are replaced immediately.
- Ensure the site is checked weekly for any possible health & safety hazards.
- Ensure that the water temperature checks and other ACoP L8 checks are completed in a timely manner and records kept.

Security

Ensure that the site is secure and that entrances and exits are monitored through the Academy day and out-of-hours, including ensuring that there is an adequate number of Premises staff on site at all times when the Academy is open to the public.

- Ensure that the locking systems of the buildings are not compromised, and that the alarm system is regularly serviced and maintained.

Lettings

- Manage and monitor effectively the lettings of the site, including all rooms and external areas.
- Ensure that any specific equipment is provided.
- Through the Premises Team, ensure that there is sufficient security available for any function or outside letting.
- In conjunction with the Trust Estates Manager, analyse lettings' data provided to ensure that the premises are utilised to ensure best advantage of the Academy both financially and in reputation.

Financial Management

- Advise the Trust Estates Manager, on the optimum use of funds allocated for structural and non-structural maintenance.
- In association with the Trust Estates Manager, prepare monthly statements of expenditure for all premises budget headings, for discussion with the Finance Director.
- Obtain quotes for maintenance work in line with Trust policy.

Additional Responsibilities

- To ensure that any issues identified as falling under the remit of the Premises Manager role are satisfactorily resolved whether they are strictly a premises-related matter or not.
- To keep abreast of developments in the Facilities Management field and identify possible areas where there is scope to improve systems and procedures.
- To develop self within the post, undertaking training as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the academy.
- To undertake specific tasks as identified by the Trust Estates Manager and/or the Principal as and when required.

Generic Responsibilities

- To be aware of the Academy's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To establish and maintain positive, constructive and professional working relationships with staff, governors, visitors, students, parents and all other stakeholders of the academy.
- To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other academy and Trust stakeholders.
- To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the academy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore there is the expectation that you carry out any other reasonable duties or requests of the Trust Estates Manager, that are in keeping with this post or as may be determined from time to time by the Principal.

The academy will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed
Premises Manager

Signed
Estates Manager

Dated

Dated