

Role Description

Premises Manager

NJC Pay Range:	Band I
Responsible For:	Estates Team including Senior Premises Officers, Premises Officers, Premises Assistants, Cleaning teams (where in-house) & Minibus Drivers
Responsible To:	Estates Hub Leader

Main Purpose of the Post

- Secure professional management of day-to-day operations, safety and maintenance of Academy facilities and estates ensuring the buildings, grounds and facilities are safe, compliant, clean and well maintained and conducive to high-quality learning.
- Provide effective management and development of Academy premises staff, ensuring effective deployment, training performance, and delivery of high standards across site operations.
- Manage statutory compliance, inspection regimes and building systems, ensuring all checks, servicing and records are completed, evidenced and escalated when required.
- Lead on-site contractor management, ensuring safe working practices, adherence to specification and quality control.
- To manage relevant facilities budgets.
- Contribute to Academy wide, estates planning and reporting, providing updates, risk information and operational insight to Estates Hub Leader, the Director of Estates and the CCOO.

Key Areas of Responsibility

Site Management

- Manage the day-to-day running of buildings, plant and grounds, ensuring the site is safe, secure, and well maintained through daily supervision and quality assurance of premises, cleaning and grounds contractors.
- Exercise delegated decision-making authority on urgent, unplanned and routine matters, using sound judgement and escalating when necessary.
- Oversee opening and locking of premises, security systems, and access control, providing cover if required in the absence of designated key holders.
- Lead the response to urgent site issues including but not limited to floods, leaks, power failures, weather-related hazards and vandalism, co-ordinating actions to secure the premises, safeguard users and restore normal operations.
- Liaise with Academy Leaders, staff and contractors on premises, safety and facilities matters, ensuring effective communication and timely resolution of issues.
- Ensure safe access to the site during adverse weather, including gritting, snow clearance and hazard mitigation.

Compliance and Maintenance

- Ensure full compliance with all statutory and regulatory requirements including, but not limited to, fire safety, asbestos, legionella, electrical safety, gas safety and site security.
- Conduct regular building conditions and health and safety checks and resolve or escalate any urgent defects or safety concerns.
- Maintain audit-ready compliance records, logs, and evidence, ensuring documentation is stored correctly and up to date.
- Co-ordinate, schedule and oversee all statutory and PPM (planned preventative maintenance) schedules including, but not limited to, mechanical and electrical systems, fire safety, and water hygiene, ensuring all reports are reviewed and remedial actions logged, prioritised and actioned.

- Ensure all building systems (heating, ventilation, lighting, security, BMS) operate effectively, reporting and resolving faults as required.
- Oversee servicing, inspection and safe operation of curriculum-specific equipment including but not limited to fitness suite equipment, D&T workshop, kitchen equipment, science, and specialist teaching equipment.
- Advise Academy staff in relation to safe use of chemicals and equipment in line with COSHH and Health and Safety regulations and model safe working practices for pupils and staff, providing support and guidance with risk assessments as required.
- Support external representatives undertaking site inspections including, but not limited to, Environmental Health, HSE, Fire Officers, Trust insurers, DfE condition inspectors.
- Support the Academy with evacuation and lock down drills as directed by Academy Leaders.
- Provide local input on estate condition, informing SCA prioritisation and capital planning.
- Oversee the rolling programme of maintenance, redecoration and improvement works in line with Trust Estate Management Plans.
- Keep abreast of statutory and regulatory guidelines within the area of responsibility and ensure leaders are kept up to date so that systems and processes secure compliance.

Team Management

- Lead, support and supervise premises staff, including task allocation, rota management and performance appraisal.
- Provide technical guidance and support to Premises Officers and Assistants on all estates related matters.
- Conduct regular checks and quality assurance of work completed by the premises team, identifying training needs and ensuring staff are competent in health and safety procedures, manual handling, COSHH and equipment use.
- Ensure effective cover arrangements and efficient deployment of staff to meet daily operational demands, directing Premises Officers and Premises Assistants to work flexibly across hub Academies on a shift or rota basis.
- Develop and oversee the on-call rota to maintain effective site security across the hub and provide timely response to emergency callouts.

Contractor Management

- Act as the Primary on-site contract for contractors, ensuring safe access, inductions, welfare, site safety, supervision and compliance with statutory health and safety in conjunction with the Trust H&S policies.
- Monitor contractor performance and inspect work on completion challenging deficiencies and ensuring high quality and value for money from works and services.

Budgeting, Procurement and Resource Management

- Manage allocated maintenance, reactive and minor works budgets, ensuring value for money and compliance with Trust financial procedures.
- Monitor stock levels of premises supplies and order materials, tools, equipment and consumables as required.

Cleaning and Standards

- Line manage in-house cleaning teams or, where services are contracted out, monitor performance and escalate issues.
- Ensure cleaning standards are maintained through regular quality assurance checks and feedback.
- Co-ordinate deep cleans and additional cleaning requirements for events or incidents.

Vehicle and Minibus Oversight (where applicable)

- Where relevant, oversee the safe use of school minibuses and vans by ensuring vehicles are checked daily and that they are roadworthy, clean and defect-free before use.
- In collaboration with the Estates Compliance & Performance Co-Ordinator, maintain up to date driver checks and registers, allowing only approved drivers to use Trust vehicles.

- Ensure any defects or compliance issues are reported to the Estates Compliance & Performance Co-Ordinator and Estates Hub Leader.
- Provide guidance and support to ensure drivers are fully familiar with vehicle operation and safety procedures.
- Support with co-ordination of MOTs, servicing, vehicle movement and replacements, and repairs as required.

Other Considerations Relevant to the Role

- To work from an identified Maltby Learning Trust location.
- To work with flexibility, travelling to and from Academies and other Trust/Hub locations in the course of undertaking work duties.
- Post holders will be required to partake in the on-call rota for site security or emergency callouts and support out of business hours activities where required to support business continuity. Appropriate remuneration and/or time will be in place for these eventualities.
- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed.

Role Description

Supplementary Information

NJC Pay Range:	Band I
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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be highly visible, proactive and approachable presence to pupils, staff, and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands for the role.
- Be proactive, strategically plan and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Trust securing the connectivity/implications of the change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility.
- Take responsibility for promoting and safeguarding the welfare of children, young people, and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors, and members of the local community.
- Regularly review own practice, set personal targets, and take responsibility for own personal development.

Securing Policies and Compliance

- To engage with the latest educational, business research and legislation to inform effective policy development and seek to influence it.
- To contribute to the strategic direction of the service area and review and update all relevant policies in line with statutory requirements.
- To take a lead role in ensuring Trust workstreams are compliant with policy and practice related to area of responsibility.
- To maintain the overall integrity of the Trust in relation to area of responsibility.
- To conduct comprehensive due diligence on area of responsibility for any school considering joining the Trust and advise the Executive Leaders on any associated risk.
- To promote and safeguard the welfare of pupils and other adults within the Trust by adhering to all statutory and associated workplace policies.
- To contribute to the formulation, implementation, and review of safeguarding arrangements.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance, ensuring that effective performance management arrangements are in place.
- To ensure that teams/service area have a clear structure, roles and responsibilities and work in an integrated way.

- To take responsibility for line managing specific individuals, teams, and areas, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team/service area including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high-performance culture.
- To ensure that Executive Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

Engagement with Stakeholders

- To represent the Trust within external forums, creating opportunities to enhance the profile of and the Trust acting as a strong and effective influencing voice in those partnerships.
- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To liaise with all curriculum areas to plan and implement effective service and support for staff and pupils.
- To lead and contribute to the development and delivery of staff and leader training and support across the Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Executive Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective, and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment.