



## Job description

<b>JOB TITLE:</b>	Premises Manager
<b>SALARY CODE:</b>	Clapton Support Staff Range, Scale PO1, Points 28 - 31
<b>RESPONSIBLE TO:</b>	Academy Business Leader
<b>RESPONSIBLE FOR:</b>	<ul style="list-style-type: none"> <li>• Day to day caretaking and site management</li> <li>• Site safety &amp; security</li> <li>• Statutory testing and inspection</li> <li>• Implementing all agreed energy conservation policies</li> <li>• Overseeing the Cleaning Contract</li> <li>• Premises Staff</li> </ul>
<b>HOURS OF WORK:</b>	<p>This post is all year around.</p> <p>The post holder is required to work a 36 hour week.</p> <p>These timings include a 30 minute lunch break, a 30 minute shift break and a normal 36 hour week. These hours may be reviewed in consultation with you.</p>

### POST RESPONSIBILITIES

- Supervising site staff and arranging shift patterns.
- Completing daily site inspections and reporting all defects found.
- Monitoring the cleaning contract.
- Managing the premises helpdesk system, allocating jobs and quality assuring completed works.
- Undertaking maintenance work as required.
- Dealing with enquiries from staff and students.
- Inducting and training site staff.
- Managing and monitoring any facility or contractors that are undertaking work on the academy premises.
- Managing the opening, closing and security of the academy.
- Ensuring the weekly checking and proper operation and function of all alarms and fire equipment, including checking that emergency exits and entrances are not obstructed.
- Liaising with the Local authority about statutory testing and inspection.
- Compiling reports for acts of vandalism and theft as necessary.
- General site supervision, including prevention of trespass.
- Managing, checking and controlling the heating system including, venting the system and frost precaution procedures.
- Ensuring heating and ventilation systems are in working order and making temporary arrangements when issues arise to maintain acceptable working temperatures.
- Reading, recording and reporting all meter readings as required by the Deputy Academy Business Leader.
- Ensuring all emergencies are dealt with promptly and safely, including providing access and assistance to all emergency services as necessary.
- To respond to out of normal working hours call outs and emergencies as required.
- Managing the Building Management Systems as appropriate.
- Ensuring all internal and external maintenance duties are carried out as required, including electrical, plumbing, repairs, decoration, general tidiness, drainage, school grounds, graffiti etc.



- Undertaking regular defect inspections and reporting defects that require specialist repair.
- Synchronising all clock and time switches as required.
- Receiving and moving supplies and resources to various parts of the building as required.
- Clearing leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt.
- Overseeing grounds maintenance.
- Maintaining stock levels as required including the safe storage of stock in clearly labelled areas.
- Maintaining an up to date list of all hazardous substances and where they are located.
- To act as a qualified First Aider and attend relevant training.
- To act as a Fire Marshall and attend relevant training.
- To contribute to safeguarding and promotion of the welfare and personal care of children and young people.
- To manage the Premises team and its workload.
- To authorise spends on the Premises budget as required.
- To monitor the Premises mailbox as required.
- To undertake any other reasonable duties commensurate with the grade of the role as directed.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review (following the first annual cycle) at the direction of the Academy Business Leader.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

### ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



## Person specification – Premises Manager

### QUALIFICATIONS

	ESSENTIAL	DESIRABLE
5+ GCSE's A*- C, including English and Maths	✓	
N/SVQ level 4/NHD/ Degree in relevant discipline or appropriate experience at managerial level	✓	

### EXPERIENCE

	ESSENTIAL	DESIRABLE
Experience of working within an educational environment.		✓
Experience of working in a busy environment and the ability to respond positively to high work demands and at times, extreme pressure.	✓	
Experience of monitoring and liaising with contractors and suppliers.	✓	
Experience of current cleaning materials/ methods/ appliances and monitoring the quality of work undertaken by cleaning staff.	✓	

### KNOWLEDGE AND SKILLS

	ESSENTIAL	DESIRABLE
An understanding of the health and safety requirements of a school	✓	
Good literacy, numeracy and ICT skills.	✓	
Good administrative and organisational skills.	✓	
The ability to work within the academy policies, procedures and expectations.	✓	
The ability to prioritise workloads and work to given deadlines.	✓	
Ability to communicate effectively verbally and in writing	✓	
The ability to lead a team effectively	✓	
Demonstrable knowledge of security methodology within a school	✓	
Demonstrable knowledge of Health and Safety including COSHH	✓	
DIY skills to undertake day to day repairs and building maintenance including a working knowledge of heating systems	✓	
The ability to manage a complex project from inception to completion.	✓	

### PERSONAL QUALITIES AND ATTRIBUTES

	ESSENTIAL	DESIRABLE
Proven tact and diplomacy when dealing with adults and children.	✓	
Reliable, honest and trustworthy.	✓	
The capacity to remain calm and to cope with the unexpected.	✓	
A commitment to following expectations with regard to professional behaviors and to being a role model for staff and students in relation to overall conduct to include the following: dress code, attendance and timekeeping.	✓	
A 'can do' attitude.	✓	
Able to perform physical tasks required by the post, including lifting, carrying and pushing various equipment.	✓	
Energy, enthusiasm and commitment.	✓	
A commitment to safeguarding and promoting the welfare of children and young people and following the safeguarding policy.	✓	