



Role Profile: Premises Manager (Full Time)

Purpose

The post holder will be responsible for all site management, health and safety and compliance issues, ensuring the school buildings and grounds are kept clean, safe and secure, supporting the educational provision, in accordance with the operational needs of the school and all Health and Safety and other Regulatory requirements.

<i>Location:</i>	Huddersfield Grammar School, Luck Lane, Marsh, Huddersfield HD1 4QX
<i>Reporting to:</i>	Business Manager & Head Teacher
<i>Department:</i>	Maintenance
<i>Working hours:</i>	Full-time: - 40 hours per week (Mon-Fri), all year round. 25 days of annual leave to be taken during school holidays (with the exception of the last week of the school summer break) plus bank holidays. The normal working pattern is 9am to 6pm with one (unpaid) hour for lunch/breaks.
<i>Start date:</i>	May/June 2021

Key Accountabilities

General

- To ensure that the management and maintenance of the school buildings and grounds is undertaken and provide the necessary information of completion to the Business Manager.
- To hold the title of Deputy Health and Safety coordinator and to ensure that any matters relating to Health and Safety are addressed as a matter of priority.
- General minor repair work including doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. Appropriate painting and redecoration. (This list is not exhaustive, but an example).
- To ensure that all emergency, security and safety systems and equipment (fire extinguishers, fire alarms, intruder alarms, surveillance systems, tools, water testing, door access systems etc.) are monitored, maintained and tested as appropriate including liaison with all contractors. Assist the Business Manager in controlling the budget for these contracts.
- To follow procedures set out for the safety and security of the school premises including retrieving CCTV footage as requested.
- To ensure the necessary records of the school building, grounds and equipment are kept in relation to Health and Safety (H&S) and statutory inspection and maintenance guidelines.
- To have a good working knowledge of relevant current legislation and good practice, reporting any concerns to the Business Manager.
- To be aware of your responsibilities with regard to any critical incident and follow instructions given by the Senior Leadership Team at such a time.
- To report any concerns that require specialist expertise and/or resources to the Business Manager.
- Co-ordinate the set-up requirements for school events and assemblies and liaise with the event co-ordinator and other maintenance team members in order to ensure that events are set up correctly and on a timely basis, including assisting the colleague with preparation of the event risk assessment.

- Check email for requests and prioritise these into the work schedule for the day.
- Liaise with the Cleaning Supervisor to ensure all cleaning matters are dealt with effectively on a day to day basis.
- Assist with distributing all deliveries to the school.

Premises Management

- To be a school key holder, ensuring the school is opened and closed as required and be on call in the event of any emergencies.
- To ensure the school site is kept clean, safe, in a good state of repair and stocked with all necessary supplies.
- To report as required to the Business Manager & Finance Officer on budgets for service and maintenance, repairs, energy, cleaning etc.
- To be responsible for the scheduling and booking of all contractors, ensuring all due diligence checks are completed.
- To order and supervise repairs when identified for maintenance contracts and improvement schemes – timetabling works as appropriate during periods of school closure.
- To be aware of all out-of-hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school events and facility hire.
- To understand and fulfil your role in emergency evacuation procedures, flagging up any concerns to the Health & Safety Officer and SLT and taking an active role during such incidents.
- To organise and manage the maintenance team with line management responsibility of the maintenance team members, including ensuring proper training for the safe use of all tools and equipment.
- To ensure there is adequate site staff cover to support school events held in school out of hours.

Grounds Maintenance

- Schedule the maintenance team works to ensure that the grass is cut as necessary and gardening tasks are completed.
- Daily checks of roofs for pooling loose tiles, plant growth etc.
- Keep all hard surfaces free of moss and weeds
- Disinfect and regularly clean drains and dustbins
- Make safe any hazards and ensure that the area is cordoned off.
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.

Administration

- To work with the Business Manager and Health & Safety Coordinator to ensure risk assessments and COSHH assessments are conducted for all areas within responsibility.
- To maintain asset management records or complete returns as requested.
- To request purchase orders for premises and cleaning related goods and consumables as required for the site.

Transport

- To ensure regular checks on the school vehicles, including servicing booked as and when required, reporting any concerns to the Business Manager and Group Transport Manager.
- Ensure suitable training is arranged for new staff on the use of the school transport and that licence checks and training for existing school vehicle drivers are kept up to date.

Support for the School

- To be aware of upcoming school events and your role within these, reading the weekly bulletin and attending meetings as required and liaising with appropriate staff in advance of events as required.
- To attend, where appropriate, whole school events.
- To be aware of and comply with all school policies and procedures with a particular reference to those relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate staff member.
- To instruct and support other members of the school team as required, and take part in performance management for the maintenance team.
- To contribute to the vision and ethos of the school.
- To appreciate and support the role of other professionals.
- To participate in training and other learning activities and performance management as required.
- To carry out other duties as may be reasonably requested by the Senior Leadership Team

Safeguarding Responsibilities

- Complying with safeguarding policies, procedures and the employee code of conduct
- Demonstrating a personal commitment to safeguarding and pupil/colleague wellbeing
- Ensuring that any safeguarding concerns or incidents are reported appropriately in line with policy
- Engaging in safeguarding training when required

Signed (Post holder)

Signed (Head)

Date

Person Specification

	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • Previous site management experience • Demonstrable experience of managing a team • Full and clean driving licence • Demonstrable experience of responsibility for Health and Safety in the workplace and compliance testing including completion of relevant documentation. • Proven experience of performing maintenance duties including plumbing, carpentry, electrical and other maintenance tasks. 	<ul style="list-style-type: none"> • IOSH Managing Safely Qualification • First Aid qualification • Previous experience of working in an educational environment
Skills and Personal Characteristics	<ul style="list-style-type: none"> • An ability to communicate effectively with all stakeholders. • An ability to think originally and creatively, and to show initiative • A commitment to support the ethos of the school as a community • Good ICT skills • An ability to cope with a busy working day and a varied programme of work • A sense of humour • Evidence of the ability to lead and work as a member of a team • Excellent attendance record • High standards of professionalism • A concern for the reputation of the school • Ability to respond flexibly and adapt to changing and challenging circumstances • Ability to set and maintain high standards • Ability to project a professional image for the school • Willingness to undertake appropriate training 	

Key Stakeholders:

Internal – School Business Manager, Headteacher, SSC operational team, SLT, Pupils, Colleagues

External – HSE, Health and Safety auditors, Parents, Cleaning supervisor, Catering Manager, Contractors and Visitors