

GLF Schools - Job Description

Job Title	Premises Manager (Central primary schools)	Job Reference	
Location	GLF Central Region, based in Epsom	Travel required	YES
Core purpose			
<p>To lead and supervise the premises teams across GLF primary schools in the central region (currently focused on Epsom and Ewell), to deliver the effective day to day operation, maintenance, compliance and lettings of the buildings and grounds.</p> <p>The post will initially cover Warren Mead Junior and Infants schools and The Vale Primary School, but may in the future be expanded to cover other schools in the area.</p> <p>For all schools in the post's region to ensure effective:</p> <ul style="list-style-type: none"> • Health and Safety Compliance • Day to day maintenance and premises issue response • Delivery of minor works • Caretaking • School hires and lettings • Security <p>The post will include both managing the premises teams and directly delivering the services listed below as part of the teams.</p>			
Key Accountabilities			
<p><u>Reports to:</u> Regional Estates Partner (Central Region), and Headteachers / Heads of Schools</p>			
Main Duties			
<p><u>Management and Monitoring:</u></p> <ul style="list-style-type: none"> • Line manages premises teams in all schools for the area, including allocating and scheduling site staff to meet school needs and to achieve compliance and maintenance targets • Ensures effective and prompt response to premises emergencies in their schools • Oversees and manages security arrangements in school • Oversees and manages lettings / hires in schools, in line with GLF's Lettings Policy • Attends regular Regional estates meetings as required <p><u>Health, Safety and Compliance</u></p> <ul style="list-style-type: none"> • Manages and supervises compliance and safe working within all schools in the area in line with the GLF Health and Safety policy and procedures and legal requirements • Comply with all policies and procedures relating to child protection and safeguarding • Provide regular reports on compliance as required • Ensures all CDM requirements are properly managed for visiting contractors 			

- Assists with completion of compliance audits
- Ensures effective record-keeping for compliance and premises matters and keeps central systems updated

Maintenance

- Undertakes regular premises inspections and identifies needs, incorporating into school premises development plans in collaboration with school and regional estates teams
- Manages and prioritises maintenance and premises issues raised within agreed response times
- Works within each school's allocated maintenance budget
- Carries out compliance and maintenance activities within own abilities and health and safety requirements, as parts of the premises teams across their schools

Caretaking

- Ensure high standards of cleanliness throughout the school, both internally and externally are met including responsive cleaning and specialist cleaning
- Ensures regular site team presence and effective response in all schools for portering, caretaking, maintenance and other day to day requirements for effective management of school sites

Contract Management:

- Responsible for liaison with all appropriate authorities regarding rating, sanitation, water, electricity, gas, planning, building regulations, and environmental health
- Day to day oversight of contracts for regular maintenance, cleaning, grounds maintenance and compliance services and makes recommendations for improving value for money and procurement
- Coordinates and manages visits by contractors, surveyors, inspectors etc

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.