

## Premises Manager Lake Farm Park Academy

### Job Description

<b>Reporting to</b>	Principal and Estates Manager
<b>Grade</b>	Scale 6, 36 hours per week, excludes 40 minute lunch break
<b>Date evaluated</b>	Jan 2021

#### **Job Purpose**

To provide a property management and security service to the academy. To work with the Estates Manager to plan, co-ordinate and implement inspection, maintenance, statutory compliance and repairs to the Academy Building and Grounds. Implementing centrally procured contracts.

Manage the premises staff, inclusive of cleaners and liaise with Contractors to ensure that the highest standards of Service Delivery are maintained. To be responsible for the Health and Safety of the Site and ensure the security of the premises. Maintain any machinery or plant within the school. Maintain the internal and external fabric of the premises as a safe and secure working environment.

#### **Key Accountabilities**

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

#### **Main Duties and Responsibilities**

##### Management and Supervision

1. To Co-ordinate and implement routine inspections and repairs of the School buildings, equipment and external environment, including annual, monthly, weekly and daily inspections.
2. To advise on a rolling programme of redecoration/refurbishment
3. Investigate reported site issues, provide possible solutions and initiate repair / maintenance, discussing with the Principal/ESTATES MANAGER if appropriate.
4. To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
5. To assist the Estates Manager/Principal to prepare documentation for tenders or specifications of small to medium projects
6. Inspect outside internal and external fabric of the school including equipment and report and/or repair defects as appropriate.
7. Agree a system with the Estates Manager for window cleaning arrangements, and monitor if appropriate.
8. Manage, supervise and monitor any facility or building contractors undertaking work on the school's premises. Ensure that any issues with contractors are promptly followed up.
9. Attend the Academy Council meetings, reporting on buildings, maintenance and health and safety issues.

10. To be aware of all out of hour's activities at the academy and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
11. Manage the external grounds contractors, ensuring that they are maintained to the required standard and making recommendations for improvement to the Principal/Estates Manager.
12. To manage and monitor the performance of the cleaning staff, conducting inspections to ensure a clean, tidy and well maintained environment.
13. Plan and manage all requests for works and preparations for Academy events such as assemblies, meetings, workshops and INSET. Record all requests in the Every computer system and Premises Log Book and ensure that they are actioned in a timely manner.
14. Plan and allocate work for the Premises Assistant.
15. Induct and instruct the Premises Assistant and cleaners. Ensure they are conversant with their duties and the standards of work expected of them, providing appropriate on-the-job training as required.
16. Supervise Premises staff to maintain effective working relationships, to ensure good timekeeping, and ensuring work schedules and standards are maintained.
17. Manage the hiring/letting of the premises in consultation with the Estates Manager and Principal.
18. To discuss with the Estates Manager and arrange within budget for day to day repairs to be carried out to the required standard.
19. To organise cleaning materials and equipment orders and ensure their correct maintenance and storage. Conducting COSHH Risk Assessments.
20. To conduct performance reviews/appraisal for the Premises Assistant and all cleaners.
21. To conduct all absence interviews for the Premises Assistant and cleaners and present to Governors as necessary.
22. To conduct accident investigations.
23. To conduct risk assessments
24. Maintain a register of risk assessments

### **Security and Health and Safety**

1. To complete the annual Health and Safety audit, ensure that routine Health and Safety checks are carried out including inspections of the site and portable electrical equipment.
2. To carry out and record the necessary water risk assessment checks, and coordinate up to date surveys alongside the Estates Manager.
3. Ensure that the Annual Building Inspection Plan is kept up to date and that the Premises are fit for purpose.
4. Ensure that any repairs are carried out in a timely way, report any defects.
5. Conduct or oversee daily, weekly inspections of Internal and External Play Equipment, carrying out any repairs to ensure that it is safe for children to use.
6. Arrange Annual Play Inspections and implement any recommendations as appropriate.
7. Advise SLT on all health and safety matters which require attention.
8. Ensure that health and safety regulations are complied with, regularly reviewing the academy's procedures and ensuring that they are compliant as issued by the Trust.
9. Take responsibility for own and other's health and safety.
10. Implement Health & Safety Policy at all times, review and assess at regular intervals or as the situation or legislation changes.
11. Contribute to the reviewing of general and individual risk assessments, as required.
12. Undertake yearly fire risk assessment and conduct daily, weekly, monthly inspections.
13. Manage the safe opening and closing of the academy to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services.

14. Consult with Principal and Estates Manager for Premises cover arrangements for lettings and out of academy hours' functions.

15. Have overall responsibility for ensuring that the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed. Record all weekly checks of fire alarms, call points, fire doors, fire extinguishers and emergency lighting.

16. Liaise as necessary with emergency services including the calling of the services as appropriate.

17. Compile reports on acts of vandalism to the Principal and Police where necessary.

18. General site supervision, including daily inspection of the site to ensure prevention of trespass, in conjunction with the Premises Assistant, ensuring the safe use of the site at all times.

19. To be the principle registered Key Holder, attend call outs and taking appropriate action.

#### **General Duties**

1. Ensure prompt cleaning of sickness, and spillage's as required in accordance with the academy's procedures..

2. Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.

3. Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.

4. Ensure access, assist and secure premises for all emergencies services as necessary.

5. Receive deliveries and move supplies to various parts of the building as appropriate.

Remove furniture and equipment in accordance with the academy's procedures.

6. To manage and operate the heating and ventilation systems, ensuring that they are maintained to the correct standard including setting and checking automated systems and time clocks.

7. Liaise with Heating and Energy Management Contractors to maintain Systems.

8. To take energy readings on a monthly basis

9. To ensure lighting is kept in good working order and arrange replacements as necessary.

10. Undertake daily and emergency cleaning during the day quickly and efficiently and in accordance with health and safety regulations.

11. Ensure that the academy and it's external grounds are kept clean throughout the day, ensure general tidiness of all external areas, and empty litter bins daily.

12. Clean and clear all drains, gullies and ensure effective and healthy operation.

13. To keep external bins tidy and order skips as necessary in liaison with the Estates Manager.

14. Ensure that the premises are kept free from pests and vermin.

15. To ensure that appropriate snow plans are in place and areas are gritted or salted during adverse weather conditions and provide safe access to the academy in the event of snow, ice or flooding.

16. Inspect all outside areas for hazardous materials. Consult with the Estates Manager for the best method of removal.

17. Manage the maintenance of gardens including bulb planting, grass cutting, etc.

18. Check, order and replenish cleaning consumables including toilet paper, soap and hand towels in all the toilets, Staffroom and other areas as required.

19. Maintain stock levels as required and ordering and receipt of supplies within agreed budget in consultation with the Estates manager/ principal and seeking monthly budget reports from the Finance Manager.

20. To ensure that all tools and cleaning products are stored correctly and are not accessible by children and that hygiene standards and regulations are met.

21. Maintain an up to date list of all hazardous substances and where they are located. A copy to be kept in the shared server and emergency grab bag in case of emergency.

22. To be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal working hours.

23. Establish and implement a key identification system for access to all school areas.
24. Maintain an overview of the installed electrical distribution units and which parts of the academy they serve, ensuring systems and circuits are mapped and maintained in line with fixed electrical surveys.
25. Whilst on duty remain contactable by mobile phone and Academy Radio.
26. Ensure that prior to going on leave, a full handover of keys and duties is given to other Premises Staff and handover upon return from leave.
27. To maintain manual and computerised logs of work undertaken, records and information as necessary for insurance or HSE inspection.
28. On direction from the Estates Manager or Principal, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget.
29. In areas where the Premises Assistant undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Principal.
30. To maintain the school's equipment and plant inventory.
31. To develop a rolling programme of minor works refurbishment, painting windows and carrying out necessary repairs.

### **Equalities**

The academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### **Professional Development**

1. To participate in training to be able to demonstrate competence.
  2. To participate in first aid training as required.
  3. Participating in the ongoing development, implementation and monitoring of the service plans.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

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### **General**

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

**Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

**Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

**Safeguarding**

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

## Person Specification

Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE in English and Maths</li> <li>• Neboosh General or equivalent</li> <li>• COSHH</li> <li>• Asbestos Awareness</li> <li>• Legionella Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Training qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Selection Process</li> <li>• Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of premises management, building cleaning or building management</li> <li>• Use of general cleaning equipment</li> <li>• Taking responsibility for security of a building</li> <li>• Experience of managing COSHH</li> <li>• Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of commercial cleaning equipment</li> <li>• Use of commercial site maintenance equipment</li> <li>• Experience of working in a school or education setting</li> <li>• Experience of BMS system and reporting</li> <li>• Experience of working in school or similar environment</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Selection Process</li> <li>• References</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• To be able to carry out DIY and handyperson general repairs without guidance</li> <li>• Ability to lift and carry items</li> <li>• Ability to work at heights (roof access will be required)</li> <li>• Ability to follow and comply with instructions on equipment and/or materials usage</li> <li>• Ability to manage BMS systems and reporting</li> <li>• Ability to manage COSHH</li> <li>• Willingness to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Plumbing / Joinery skills</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Selection Process</li> <li>• References</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work to deadlines</li> <li>• Ability to manage own work effectively</li> <li>• Plumbing / Joinery skills References Able to use own initiative</li> <li>• Ability to carry out health and safety checks and maintain relevant records</li> <li>• Knowledge of fire safety legislation</li> <li>• Computer literate, good ICT skills</li> <li>• Good level of administrative skills Knowledge of Security systems</li> <li>• Knowledge of relevant H&amp;S policies/code of practice/legislations including COSHH, manual handling procedures and precautions</li> <li>• Willingness to participate in development and training opportunities</li> <li>• Good communication skills</li> </ul>		
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Willing to work outside of normal hours if required.</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection Process</li> <li>• References</li> </ul>