



Job Description	
Job Title	Premises Manager
Relationships/Line Management	
<p><i>Responsible to:</i></p> <ul style="list-style-type: none"> • Business Manager and Headteacher <p><i>Responsible for:</i></p> <ul style="list-style-type: none"> • Cleaning staff • Other Premises staff <p><i>Important relationships:</i></p> <ul style="list-style-type: none"> • Pupils and parents • Other members of staff • The Governing Body • The Parent Staff Association 	
Main purpose of job	
<p>Responsible, in conjunction with the Business Manager, the overall purpose of this role is to support the management and development of the school site and premises through effective teamwork at all levels. The post holder will be required to be an experienced practitioner with significant practical skills. The role is both operational as well as managerial, therefore you will be required to have a 'hands on' approach and lead by example, as you will spend a significant proportion of your time involved in practical site activities.</p> <p>This will include managing school premises issues as they arise, developing a premises and maintenance plan, ensuring security and cleanliness of all school buildings, including the contents, equipment and the grounds, to ensure that children, staff, community users and visitors have a welcoming, clean, safe, well-equipped and well-maintained environment in which to work and learn. The post holder will ensure that the premises are fit for purpose and meet the requirements of health and safety legislation. Monitoring external contractors and managing lettings.</p>	
Main duties and responsibilities	
<ul style="list-style-type: none"> • Manage own workload and that of other premises staff in order that all related tasks are completed, ensuring that all aspects of the site are maintained to a high standard. • To ensure that the site, buildings, contents and equipment are maintained to acceptable levels of repair and to undertake minor repairs and maintenance as required. • Undertake routine cleaning as a result of spillages and other accidents to ensure that the school is a clean, safe, healthy and comfortable site. • Responsible for ensuring that the site is kept clean, tidy and safe at all times which might involve unsociable hours of disturbance as a result of bad weather or breaches of security. Monitor and liaise with cleaning staff daily and assist with cleaning as and when necessary. 	

Repairs

- Carrying out minor repairs to the site, machinery and equipment, such as minor adjustments to doors and windows, replacement of locks, board up or replace windows, general carpentry repairs, change washer taps, replace light diffusers etc.

Security/Access

- Responsible for the day to day operational management of the automated access system
- To act as a keyholder and manage the opening of the grounds and school buildings and 'unset' alarms in accordance with laid down schedules and 'one off' bookings (lettings) to ensure that lessons and other activities are able to take place at the specified times.
- Manage the locking of school doors and gates, checking that windows are closed, set alarms in accordance with laid down schedules or as necessary to maximise the security of the school and grounds at all times and minimise the opportunities for vandalism
- To attend the premises when an alarm is triggered, including out of hours, and liaise with the police and alarm monitoring and maintenance companies, as necessary.
- Carry out emergency security repairs where possible or contact the appropriate contractor.
- Providing safe and adequate access to the school and classrooms during inclement weather, e.g. flooding, snow etc. To clear and salt paths when necessary.

Health and Safety

- To comply with Health and Safety legislation, school policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns to the Business Manager, to enable the school and grounds to be safe and healthy places for children, staff and other users
- Report to the Business Manager any non-structural hazards (i.e. broken/loose furniture/play equipment) or structural faults that are seen which cause concern or may be in an unsafe condition.
- Ensure that personal health and safety training is up to date
- Undertake regular monitoring of the site and buildings, using the schools monitoring checklists, to ensure they are free from hazard and safe for pupils, staff and visitors. Undertake risk assessments.
- In liaison with the School Health & Safety Officer taking steps to ensure that the premises are free from hazards and safe, warm and secure for pupils, staff and visitors.
- To undertake Health and Safety and Risk Assessment checks as appropriate.
- Ensure that risk management policies are implemented, as directed by the Headteacher.
- Checking outside security lighting and fire appliances at regular intervals ensuring that they are serviced by the approved contractor, testing fire alarms weekly and keeping records of testings and evacuations.
- Be responsible for the maintenance and safety of the school grounds including repairs to fixed play equipment and keeping all play areas clean and safe. In liaison with the Business Manager and the Headteacher, order emergency work to be carried out by contractors.
- Ensure all fire exits are accessible and escape routes are free from obstructions, both inside and outside buildings.
- Ensuring adequate arrangements for the control of legionella in school water systems.
- Ensuring that the premises are free from infestation of pests and vermin.
- Ensuring that arrangements are made for the statutory inspections of all machinery and equipment within the school and that the appropriate records are kept.

Buildings:

- Responsible for repairs, maintenance and cleaning programme
- Responsible for ensuring that all work carried out is completed to specified high standards, meets deadlines and complies with safe working practices.

Grounds Care & Maintenance:

- Responsible for ensuring that grounds care work undertaken by contractors etc. is completed to a specified standard and that safe working practices are adhered to. Liaise with contractors as necessary.
- Oversee and undertake as required the cutting back of trees and shrubs as necessary.
- Oversee and undertake as required the cleaning of outside areas, i.e. paths, drains, gutters, gullies, car park, play areas.
- Oversee and undertake as required litter picking to ensure grounds are kept in a tidy condition.

Electrical installations

- Replace bulbs where accessible. Replace tube, starter, where practicable.
- Replace, re-fuse or fit plugs.
- Inspect electrical fittings and arrange for contractor to deal with any defects.
- Responsible for the completion of Portable Appliance Testing (PAT)

Heating Systems:

- Responsible for the day to day operational management of the heating systems and ventilation systems, including checking automated systems, time clocks etc. .
- Oversee and undertake checks of the boilers in accordance with laid down schedules and take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible, to enable lessons and activities to take place without disruption.
- Oversee and undertake routine maintenance procedures for heating boilers and water pumps.
- Ensure that proper safety precautions are observed in the boiler house. To know the location of main stop cocks and valves, and mains electricity breakers.

Emergencies

- Oversee and undertake emergency repairs, if possible, to all burst pipes, leaks, flooding, fires and breakages as appropriate.
- Liaise, as necessary, with the emergency services including calling in the emergency services as required.

Porterage:

- To take delivery of stores, materials and others goods and storing them.
- Moving and distribution of furniture, equipment and stores as required.
- Setting up and clearing away of furniture as required

Contractors:

- In liaison with the Head/Business Manager, order and supervise repairs/maintenance using approved contractors.
- Monitoring the work of approved contractors under the direction of the Head and Business Manager, ensuring that repairs and services are carried out satisfactorily.
- Monitoring contractors' health and safety standards when they are on site and to ensure that any contractor's equipment that is brought on site is stored safely.
- Maintaining a record book of dates of maintenance visits.

Cleaning

- To be a line manager for the cleaners, to monitor the performance and standard of cleaning, ensure defects are corrected, and cover for absence.
- Ensuring that protective clothing is available and worn, that safe methods of work are adopted and Health and Safety rules are adhered to.
- To clean hall floor, all toilets, checking toilet paper and hand towels.
- To order cleaning materials and maintain equipment within allocated budget.
- To monitor and assist with holiday cleaning.
- To carry out emergency cleaning duties during the school day, e.g. removal of body fluids, broken glass, flood damage etc.

Lettings:

- In liaison with the Business Manager, operating the lettings system, ensuring the facilities are provided at the agreed level and that the areas let are returned to their normal use on time.

Administration & Record Keeping:

- Responsible for the completion of necessary paperwork and completion of appropriate records, for all aspects of health and safety, risk assessments and COSHH requirements.
- Responsible for maintaining the inventory of all relevant equipment and the completion of an annual audit of assets. Arranging, as necessary, the disposal of redundant or broken assets.
- Responsible for monitoring stock levels of materials, order when necessary and store appropriately
- Responsible for managing and monitoring the use of energy and water in the school by reading and recording meters monthly or more frequently as required.
- Maintaining records of approved contractors including 3 quote file.
- Maintaining a record book of dates of maintenance visits and scheduling in advance.
- Order materials and equipment required for use by the Premises team, in line with school ordering procedures.

Animal Care:

- Responsible for the daily feeding of our rabbits and chickens
- Responsible for regular cleaning and maintenance of the rabbit and chicken enclosures

Others to include:

- Daily meeting with the Business Manager, including fire safety update.
- Assist the Business Manager with any premises related issues as required
- Use initiative to plan, organise and manage workload and development work, making good use of time effectively for all premises staff.
- Transporting money to and from the bank as necessary.
- To maintain confidentiality and promote a positive image of the school.
- Maintain and regularly update school key lists.
- Undertake opening and locking up duties as required, ensuring the security of the school building, including out of hours call out.
- Support the Parents' Association and school events as required.
- Provide appropriate support for other premises staff.
- Check daily for reports of any faults, repairs etc recorded by staff. Report evidence of major and minor defects to the Business Manager and record these regularly in writing.
- Carrying out any other duties, which may reasonably be allocated from time to time by the Head or the Business Manager.

Standards and Quality Assurance

- Supporting and upholding the aims and ethos of the school
- To monitor, evaluate, review and report on own work and appropriate aspects of the team
- To develop proactive and preventative approaches.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, the London Child Protection Procedures and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's Headteacher or line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.