



Woolwich Polytechnic  
School for Boys



## **JOB DESCRIPTION**

**Post:** Premises Manager  
(35 hours per week – all year round)

**Line Manager:** School Business Manager

### **Purpose of Job**

To be responsible for all matters relating to the satisfactory and safe operation of the school's buildings, grounds and equipment and to oversee all major capital projects.

To ensure that all statutory testing is undertaken, and appropriate records maintained so the school is fully compliant and best practice is undertaken.

To direct the premises team and to take the lead role in managing outsourced contracts relating to site management, including the cleaning, refuse collection, grounds maintenance and fire alarm/security contracts.

To ensure that all purchased supplies and services deliver value for money.

The job holder is responsible for the operational approach to premises management, including developing and delivering 1, 3 and 5 year plans for development and maintenance.

Responsible for the general safety and overall appearance of the site, ensuring that all health and safety requirements are met, managing substantial annual revenue and capital budgets and for day-to-day decision making on site and building matters.

### **Duties and Responsibilities:**

- *Capital Project Management*

In conjunction with the School Business Manager and the Trust, with input from the School Development Plan, Site Masterplan, school improvement needs and condition surveys, develop and implement a rolling programme of major works to improve the school's facilities.

- Contribute to the initial development of requirements, the preparation of tender documents and the selection of contractors.
- Manage the delivery of all major projects from pre-start meetings, day-to-day management of contractors and the completion/hand-over of finished works.
- To supervise all building work including projects undertaken by contractors ensuring that a full and complete Site Induction is undertaken, as well as ensuring that all documents are received, and distributed as appropriate, including H&S policy, Method

Statements, Risk Assessments, Public Liability Insurance documentation, etc.

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- Ensure that all statutory requirements such as planning permission, CDM and building control regulations are met.
- *Site Maintenance*

Supervise the maintenance of the buildings and site to agreed standards and cost effectiveness.

  - Manage the Premises team and establish and monitor procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary supplies.
  - Oversee and quality assure the work, methods and training of the premises team, to ensure effective use of resources and site standards are met.
  - Ensure the maintenance and repairs schedules are developed and implemented.
  - Report to the School Business Manager on resourcing needs in respect of maintenance, security and enhancement of premises to ensure that annual budgetary provision is made.
  - Liaise with and monitor the work of contractors engaged by the school to ensure specified standards are achieved.
  - Monitor standards of cleaning provided by the contract cleaning staff, raising any issues with the site supervisor / main contractor as appropriate to ensure improved performance.
  - Provide monitoring reports to the School Business Manager, Head Teacher, Trust and Premises Committee as required on relevant premises matters.
- *Health and Safety*
  - Fulfil the schools' health, safety and safeguarding responsibilities as delegated by the Head Teacher.
  - Help develop, regularly review and ensure adherence to school health and safety policies, site-related risk assessments, emergency plans and business continuity plans.
  - Comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
  - Identify, organise and report on all statutory inspections, follow-up actions and recommended maintenance for the site facilities and equipment. Ensure all is logged.
  - Undertake risk assessments and ensure compliance within the school with all health and safety responsibilities, including, but not limited to COSHH, ladder, asbestos, legionella, and asset register.
  - Knowledge of suitable risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
  - Ensure that the school has a fire risk assessment and that relevant follow-up works and procedures are in place to minimise risks.

- Have responsibility for the management of asbestos within the school, ensure that procedures are adhered to for all staff, visitors and contractors.
- Ensure that there is a clear system in place to identify, prioritise, resolve and/or mitigate any H&S or premises issues.
- Working with the School Business Manager to ensure that staff, visitors and contractors are aware of relevant legislation which is fed into health and safety policies and procedures and are appropriately trained for their roles within school.
- Promote and safeguard the welfare of children and young people who have responsibility for or come in to contact with contractors, including ensuring that all contractors are aware of the school's procedures and have appropriate checks in place.
- Ensure that all premises staff receive appropriate training to fulfil their role safely.

- *Site Security*

Maintain the security of the school site and buildings.

- Ensure that the school's security systems, including the intruder and fire alarms, CCTV and Maglock systems, lightening protection and the emergency lighting system are maintained in a fully operative condition. Arrange all statutory testing, maintaining records as required.
- In the event of a fire alarm activation during school hours, attend the fire panel in Reception and direct the premises team in investigating the cause of the activation; if the fire is confirmed, liaise with the Fire Brigade following their arrival on site.
- Establish a premises rota for the opening and closing of the school, lettings outside school hours and respond to all callouts as necessary.

- *Value for Money*

Contribute to the Trust's objectives of achieving improved value for money in the management of the buildings and site.

- Manage, schedule and monitor the use of heating, lighting and other main services to all areas of the site.
- To demonstrate value for money, ensure that all purchased supplies and services are procured in line the Trust's finance policy, obtaining quotations and undertaking tendering as required.
- Advise the School Business Manager of ways in which efficiency can be improved / cost savings achieved.

- *Portering*

Direct the provision of a portering and furniture moving service to ensure supplies are in place and school activities can proceed unhindered.

- Through oversight of the premises team ensure that effective arrangements are in place for receiving and distributing deliveries of goods around the site.

- Ensure that due attention is paid to manual handling safe practices and that all premises staff are appropriately trained.
- *School Minibus*  
To manage the school minibus
  - Ensure the school minibus is serviced and maintained and are safe to drive
- *General*  
In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislations.  
  
In dealing with members of the schools' community to be mindful, at all times, of the trust's Equal Opportunities policies.  
  
To undertake other duties as required and which are commensurate with the level of responsibility of the postholder.

***PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.***

***In accordance with KCSIE 2024 shortlisted candidates will be subject to an online profile and social media check.***

## Job title: Premises Manager

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

| Qualifications and knowledge  | Essential | Desirable |
|---|-----------|-----------|
| Good standard of education – including GCSEs in English and Maths at grade C+.  | ✓         |           |
| Recognised training/qualifications associated with premises management.   |           | ✓         |
| Thorough knowledge of building maintenance works, including fabric and internal systems such as heating, plumbing and electrical. | ✓         |           |
| Knowledge of contract specification and tendering procedures.   |           | ✓         |
| Good working knowledge of Excel and Word.   | ✓         |           |
| Health & Safety qualifications  |           | ✓         |
| Budget Holder Experience  |           | ✓         |
| Skills  | Essential | Desirable |
| Demonstrate effective verbal and written communication skills.  | ✓         |           |
| Calm and adaptable with an ability to work within a flexible and busy environment.  | ✓         |           |
| Good interpersonal skills with the ability to liaise effectively with other staff.  | ✓         |           |
| Good listening skills to ensure swift understanding of instructions which may be delivered briefly and at speed                   | ✓         |           |
| Ability to manage own workload and time.  | ✓         |           |
| Able to evaluate own developmental needs and seek learning opportunities to address them.   | ✓         |           |
| Ability to respond flexibly and adapt to changing and challenging circumstances.  | ✓         |           |
| Experience  | Essential | Desirable |
| Recent experience relevant to the post, ideally in a school or similar setting.   | ✓         |           |
| Experience of supervising staff.  | ✓         |           |
| Other requirements  | Essential | Desirable |
| Committed to safeguarding and promoting the welfare of children and young people.   | ✓         |           |
| Commitment to the importance of education for all children.   | ✓         |           |
| Dedication and commitment to the role and the School.   | ✓         |           |
| Personal presence, confidence, patience, sensitivity and maturity of approach.  | ✓         |           |

Training can be provided on specialist areas of the role, including the promotion of safe working practices.

