

JOB DESCRIPTION

Job Description: Premises Manager	Reporting To: Headteacher	Hours of work: up to 37 Hours
<p>Job Purpose:</p> <p>To be responsible for the management of the school premises. This will include managing and developing the premises maintenance, grounds and cleaning team to ensure safe, smooth and efficient school operations. Managing school premises issues as they arise, developing a premises and maintenance plan, and addressing all aspects of the school's condition survey and action plan to ensure that the premises are fit for purpose and meet the requirement of health and safety legislation and the curriculum. Responsible for ensuring the school operates safely from a health and safety perspective, ensuring systems, practices, policies and procedures within school adhere to legal and statutory health and safety requirements.</p>		
<p>Key Responsibilities</p> <p>General:</p> <ul style="list-style-type: none"> • Management of the premises budget • Organising periodic replacement of consumable materials and spares including items of Personal Protective Equipment (PPE) and retention of accurate inventories. • Daily monitoring of the site litter, waste product management and recycling. • Safe storage and cleanliness of daily "in use" equipment such as tools, ladders and lifting equipment and consumable spares such as fluorescent tubes, light bulbs, door and toilet furniture and the premises used for storage purposes. • Maintenance of a COSHH Register for all substances used by the Caretaking Team. • Ensure efficient and economic use of energy through regular monitoring of boiler use, building temperature, internal and external lighting levels and daily water consumption and recommending changes to procedure and practice where appropriate. • Planning and preparation of facilities for school events, meetings and exams. Consultation with staff or members of the public. • Ensure that all supplies and equipment requested by staff are received, securely storage and dispatched in a priority order. • Liaison with contractors, scheduling minor works, ordering, escorting and provision of access to buildings as required. Checking the completion and standard of work and, if necessary, reporting deficiencies and major issues to the Headteacher • Plan and compile a schedule of minor works prior to each school holiday, in line with the school's condition survey any planned maintenance schedule, designating priorities where appropriate. • Reporting of deficiencies and maintenance of defects on buildings, site infrastructure and equipment. <p>Specific:</p> <p>TEAM MANAGEMENT</p> <ul style="list-style-type: none"> • To manage the Premises Department and their work rotas to ensure that the site is adequately covered for grounds and site maintenance, security (locking and unlocking), cleaning, litter picking and portage for day to day activity and for specific out of hours events. • To ensure that the Premises Department provides a responsive, customer focused, safe and professional service at all times. • To ensure that adequate arrangements are in place to respond efficiently to emergency callouts for repairs, inclement weather, security issues etc. • Manage the performance and development of individuals within the Premises Department, ensuring the relevant skills and knowledge are maintained and adhering to legislation and HR policies and practices. <p>STRATEGIC / PROJECT WORK</p> <ul style="list-style-type: none"> • To contribute to the management of all site-related projects; from initial concept through design, specification to implementation and hand-over to the school. • To manage the costs of site-based projects to both budget and specification. <p>MANAGING PLANNED AND REACTIVE MAINTENANCE</p> <ul style="list-style-type: none"> • To develop, agree and implement KPI's and revised working methods to ensure the premises team respond to the needs of the site. • To monitor the condition of the site and the performance of the Premises Department against agreed KPI's for grounds and site maintenance, security (locking and unlocking), first aid, cleaning, litter picking and portage. • To hold management responsibility for the premises budget and spend. • Ensure that the planned maintenance programme for the school is managed and understood and any need to use third-party contractors is agreed. 		

- To agree the scope of the work for any reactive maintenance works with the Headteacher and obtain quotes from third party contractors prior to instructing them to undertake the work to demonstrate that best value has been obtained in line with school policy.
- Maintain a file of all work undertaken by third party contractors to include:
 - Specification
 - Quotes, successful and unsuccessful
 - Method statements and risk assessments forwarded by the contractor to cover specified work, some of these may be generic (received prior to work);
 - Copies of the third party signing-in log and Asbestos Register review
 - Copies of all permits to work (received prior to work)
- To ensure that visitor / third party protocols are adhered to including obtaining third party letters for contractors.
- Ensure that all work is signed off on completion, identifying any areas of concern, and managing the contractor until the work is completed satisfactorily.

HEALTH AND SAFETY

- To monitor developments in legislation and policy and ensure all inspections, policies, procedures and systems of work are updated and appropriate records and reports are maintained to demonstrate compliance for audit / investigation purposes.
- To undertake the role of Fire Officer/Evacuation Co-Ordinator for all emergency situations, when off-site ensure appropriate cover is provided.
- To undertake Health & Safety inspections as required in the Health & Safety Action Plan and ensure required actions are implemented.
- To develop and maintain effective risk management procedures and practices for students, employees, visitors and in the management of any third-party service contracts.
- Maintain a register of Risk Assessments for operations undertaken by the premises team, and ensure that a rolling programme of auditing is implemented to ensure that they are still relevant.
- Ensure that a register of all hazardous chemicals in use on the site is developed and maintained, data sheets available, and ensure that all staff who use the chemicals are aware of how they should be safely used and stored.
- Ensure that an Asbestos register is maintained and that employees and any contractors visiting the site are aware / shown a copy of the Asbestos Register.
- To ensure relevant PPE is provided, in full working order and inspection records are retained accordingly.
- To deliver health and safety training to staff, including the employee induction and refresher training.
- To ensure that any contractors visiting the site are made aware and adhere to school policies in relation to security, child protection/safeguarding, smoking, fire evacuation and car parking.
- Ensure periodic tests are carried out and recorded in relation to the fire alarms, emergency lighting, firefighting equipment, water temperatures etc.
- Ensure that the locking systems of the buildings are not compromised, and that the security alarm system and CCTV system is regularly serviced and maintained.
- To develop, monitor and review lone working arrangements.
- Develop, implement monitor and review policies, procedures and protocols (eg. CCTV, Car Parking etc)

OTHER

- Keep abreast of developments in the Facilities Management field and identify possible areas where there is scope to improve systems and procedures.
- To maintain excellent working relationships with appropriate external agencies ensuring the school can access support and guidance as and when required.
- To continue to develop knowledge and expertise, undertaking training as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the school.
- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
- The post holder will be expected to work within the schools' policies and procedures.
- If required under a service level agreement, To provide specialist guidance and advice on premises and health and safety issues to the Trust's Primary Schools.

The key competencies and behaviours commensurate with this post are identified overleaf.

General Information:

- *The job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties at the request of the Head of School, appropriate to the remit.*
- *The above principal responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility.*
- *The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.*

- *The above duties may involve having access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.*
 - *The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.*
 - *To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018*
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records)*



Ethical Leadership Qualities Competencies and Behaviours



Competency	We do this by
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to manage their emotions. • Keeping promises and doing what you say you will do • Having a genuine interest in others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and real expertise, then sharing knowledge • Learning from mistakes and failures and admitting when we are wrong • Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish. • Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.
Kindness	<ul style="list-style-type: none"> • Being kind, humble and authentic • Leading with compassion and care, listening and seeing beyond the job role to the person • Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy. • Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate. • Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.
Service	<ul style="list-style-type: none"> • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools. • Removing barriers and blockers to enable others to do their jobs well • Leaving our egos at the door and putting ourselves in the service of others. • Channel ambition into our schools, not ourselves, and developing our successors
Courage	<ul style="list-style-type: none"> • Looking in the mirror when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward. • Give the whole truth, the back-story and the why.
Optimism	<ul style="list-style-type: none"> • Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity and cynicism • Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.
Vision	<ul style="list-style-type: none"> • Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development. • Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks. • Believing in the potential of others; helping them be the best they can be. • Quickly taking in new information and translating that into recommendations, decisions, plans and projects.