



Job title: School Premises Manager

Salary: Bohunt Salary Grade 6: Range £39,382 - £43,679 (depending on experience)

Contract Type: Full Time, 37.5 hours per week. Working hours to be coordinated with the rest of the site team, likely to include some shift patterns (flexibility required.)

Contract Term: Permanent

Reporting to: Operations Lead - Site

Generic Role Purpose

To have overall responsibility for leading and developing the site team to ensure high standards of operational effectiveness and to help deliver the aims and ethos of the school.

Oversight of Health and Safety, with responsibility for ensuring the security of the site and buildings both in term time and school holidays, ensuring the maintenance of the site and the servicing of equipment such as heating, lighting, air-conditioning and alarm systems on a regular basis.

To maximise the revenue potential of the site.

Specific Responsibilities Include

Working with key staff to deliver high standards of Health and Safety, to ensure a safe working and learning environment in accordance with relevant legislation.

Line management of the Site team. Ensuring continual coverage within specific times during both term time and school holidays. Carrying out Performance Management and ensuring that staff receive appropriate and adequate training. Ensuring effective and efficient deployment of staff.

Responsibility for ensuring the security of the site and buildings both in term time and school holidays.

enjoy | respect | achieve

Proud to be a part of Bohunt Education Trust

Ensuring the maintenance of the site, including:

- Organising structural repairs and decoration
- Effective contract delivery for service level agreements
- Keeping fixtures, fittings and furniture in a good state of repair
- Maintaining a rolling programme of decoration and refurbishment
- Controlling litter, and disposal of rubbish and redundant equipment
- Project management of site improvement works
- Managing an efficient and effective reporting, monitoring and repair system
- Carrying out and record regular health and safety checks
- Provide safe access to the school in cold weather conditions
- Use of IT to log and ensure compliance with statutory requirements and to log remedial actions required.

Ability to establish constructive relationships and communication with all staff and other agencies/professionals.

Ensure that duties are carried out professionally and effectively

Ensuring that the servicing of essential equipment is carried-out on a regular and timely basis.

Supervision and monitoring of the operation of the catering, cleaning and grounds maintenance contracts to a high standard.

Management of site traffic and parking for staff and visitors and ensuring that appropriate access arrangements are in place for delivery and service vehicles.

Acting as a point of liaison between contractors and the school for building and site projects.

Preparing the site for school events.

Keyholder responsibilities. These will extend beyond regular working hours on a rota basis to cater for emergencies at any time, day or night.

Managing the operation and safety of the school minibuses.

Creating monitoring and evaluating a Premises Plan which reflects the priorities of the School Improvement Plan and contributes to the aims of the school.

Keeping up to date with changes in legislation, (especially health & safety) and best practice in facilities management.

Carrying out any other duties which may reasonably be required by the Headteacher or other members of the Leadership Team.

Implementing and upholding the schools red line protocols

Engagement in the wider life of the school

Ability to deliver value for money through purchasing and management of maintenance contracts.

The role involves a blend of both physically demanding activity, as well as administrative duties. Building trade skills and/or experience are useful and familiarity with IT systems is essential.

enjoy | respect | achieve

Proud to be a part of Bohunt Education Trust

Essential qualities

- Effective communicator
- Flexibility and adaptability
- Ability to think strategically and under pressure
- Patience
- Common sense
- Resilience
- Initiative
- Team player
- Able to embrace change
- Ability to deal with difficult situations effectively

Bohunt School Wokingham is committed to safeguarding and promoting the welfare of children and young students and expects all staff to share this commitment. The successful applicant will need to undertake an Enhanced DBS check.

enjoy | respect | achieve

Proud to be a part of Bohunt Education Trust