



## **JOB DESCRIPTION – Premises Manager Scale - 5**

**Internal Contacts:** School employees, pupils, governors

**External Contacts:** Parents/carers, contractors, suppliers, external agencies

### **Purpose of the Job**

#### **Main responsibilities**

- To be responsible together with the (Office Manager or SBM or Operations Manager) for the efficient management of all on-site services.
- To be responsible for arranging and implementing cost effective day-to-day maintenance and repairs of the buildings and grounds.
- To be responsible for on-site security.
- To be responsible for ensuring that arrangements are in hand for the cleaning of the building.
- To supervise other caretaking and premises staff (appx.4).
- To co-ordinate School lettings including the provision of appropriate staffing
- To project manage all internal building projects including the management and monitoring of all external contractors.
- To monitor all LEA funded building projects and major maintenance work
- To be the school's Health and Safety Officer responsible for ensuring all appropriate risk assessments are in place.

#### **Main Duties**

#### **Site Services**

1. To implement and manage services/systems to ensure the efficient operation of plant and equipment;
2. The keeping of records as required; Supervising the efficient operation of all heating and hot water plant and sanitary services;
3. To monitor records for energy consumption.
4. To maintain equipment inventories
5. To supervise the delivery of goods and materials to the school and their transport about the site as required.
6. To supervise portage of furniture, equipment and materials around the site and buildings and returning furniture and equipment to their proper location.

## **Management of Contractors**

7. To be responsible for the reception of contractors and assisting with on-site management.
8. Assisting with the control of visitors on-site.
9. To monitor various services such as cleaning and grounds maintenance in accordance with the prescribed specification and to report to the Office Manager.
10. To prepare written reports as required.
11. To monitor and report to the Office Manager on the progress of on-site works by external contractors and to pursue outstanding work.

## **Security**

1. Responsible to Headteacher for ensuring site is safe and secure;
2. Act as keyholder;
3. Ensure 'Critical Incident Plan' is up to date;
4. Assist with control of visitors - including contractors and lettings;
5. Open /close the premises when necessary for staff, contractors and lettings;
6. Ensuring alarms are activated;
7. Ensure alarm tests are completed and properly recorded.
8. Ensure premises are in a safe condition to be used;
9. Minimise hazards;
10. Patrol during lettings;
11. Check location of firefighting equipment and test alarms;
12. Take action to prevent or respond to trespassers, and inform authorities in accordance with School procedures.

## **Cleaning**

1. Contribute significantly to cleanliness of site;
2. Monitor day to day cleaning by cleaning contractors, liaising with cleaning contract staff and reporting to (Office Manager or SBM or Operations Manager) ;
3. Ensure toilets and washrooms are clean, including toilet paper, soap and towels have been replenished;
4. Ensure all drains and gullies are clean and free running;
5. Use powered equipment provided;
6. Ensure that all pathways are clear of snow and ice, are gritted, and are safe to use;
7. Supervise School-employed cleaners;
8. Take an active role in resolving problems which arise in effecting compliance with contracts, liaising with Contractors' management staff;
9. Responsible to (Office Manager or SBM or Operations Manager) for ensuring the cleaning of buildings and up-keep of grounds.

## **Maintenance and repairs**

Within the limits of competence and training to carry out reasonable minor works improvements such as:

1. Install/repair/replace door window furniture.
2. Install/repair/replace shelving, pin boarding and white boards, etc
3. Fix coat hooks, paper towel dispensers, toilet roll holders, curtain rails, hang curtains, blinds, toilet seats, plugs and chains

4. Re-glazing of small windows, removal of broken and/or cracked glass and boarding up in a secure manner
5. The inspection and tagging of electrical equipment
6. Minor repairs/installation of electrical appliances
7. Replace light bulbs, fluorescent tubes, starter motors and diffusers etc
8. Fixing of internal signs to walls
9. Minor plumbing work including:- cleaning blocked sinks, sanitary waste, drains, gutters, down pipes, showerheads, re-washer taps, repair drinking fountains
10. Minor painting and decorating
11. Repair to school equipment where appropriate
12. Fixing or replacing wall, ceiling and carpet tiles

### **Materials and equipment**

1. As requested by Headteacher order cleaning materials and equipment for school use;
2. Comply with COSHH regulations when storing chemicals;
3. Monitor rate of use and safekeeping and use of materials and equipment; ensure equipment is kept in good working order;
4. Ensure that supplies and equipment are ordered in line with the School's procedures.

### **Portering**

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected.

1. Transfer goods and materials delivered to the school to appropriate locations around the school site; assist with assembly of goods received where necessary and report any defects.
2. Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events, dining hall and so on.
3. Supervise and assist with the erection and dismantling of temporary structures such as the school gazebos and staging, as required.

### **Health and Safety**

1. Work within Health and Safety guidelines and School and LA Policies;
2. Ensure that Health and Safety of all site users, taking immediate action to ensure safety of users and reporting to Headteacher any longer-term issues;
3. Take responsibility for Fire Evacuation Plan and ensure documents and routes/plans are up to date;
4. Make recommendations to Headteacher on Health and Safety issues;
5. Assist with the production of risk assessments;
6. Be responsible for the initial production of risk assessments for areas of responsibility, including Fire risk assessments.
7. Carry out weekly legionella prevention testing and maintain records. Ensure legionella risk assessments are in place for each building and arrange contractor visits when due.

### **General Accountabilities and Responsibilities**

1. Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council;

2. Undertake a proactive, committed approach towards the School's Best Value ethos;
3. Ensure compliance with and actively promote the School and the Council's Equalities and Diversity policies and strategies;
4. Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures;
5. Comply with the competencies and standard requisites agreed by the School as relevant to the post;
6. Comply with the Data Protection Act 1990 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired);
7. Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

Name:.....

Signature:.....

Date:.....

## Person Specifications

		Essential
Experience:	<ul style="list-style-type: none"> <li>• Competent at basic building repairs, maintenance and grounds maintenance.</li> <li>• Use of small industrial/electrical/plumbing/mechanical equipment.</li> <li>• Experience of prioritising tasks</li> <li>• Experience of maintaining ground/landscaping desirable</li> </ul>	<b>all</b>
Qualifications or Training:	<ul style="list-style-type: none"> <li>• Qualification in a trade such as electrician, plumber etc desirable</li> </ul>	all
	<ul style="list-style-type: none"> <li>• Knowledge of basic health and safety legislation Understanding of site security issues</li> <li>• Evidence of recent, relevant training activities</li> <li>• Willing to undergo training as required; able to understand and apply Regulations (such as health and safety, manual handling regulations, etc)</li> <li>• Able to operate electrical/mechanical systems Willing to undergo First Aid training.</li> <li>• Basic ICT skills</li> </ul>	all
Practical Skills:	<ul style="list-style-type: none"> <li>• Able to effectively organise own work and manage a small team</li> <li>• Ability to communicate clearly and effectively</li> <li>• Able to regularly handle/carry heavy items</li> <li>• Good inter-personal skills</li> <li>• Ability to prioritise work</li> </ul>	all
Personal Qualities & Attributes:	<ul style="list-style-type: none"> <li>• A proven record of a high level of attendance at work.</li> <li>• Co-operative, polite and courteous to members of the public, other employees, parents and visitors Calm and patient under pressure</li> <li>• Able to show initiative and work proactively to ensure the smooth running of the site</li> </ul>	all

	<ul style="list-style-type: none"><li>• Conscientious and honest</li><li>• Take pride in their work and their appearance and that of the school site, as a member of the school team</li></ul>	
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