



## Assistant Premises Manager

### Job Description

<b>Job Title:</b>	Assistant School Premises Manager
<b>Salary:</b>	Grade 6 £22,337 - £25,074 dependent on experience Plus interrupted lunch allowance.
<b>Hours:</b>	37 Hours per week to be worked on an alternating shift rota system Fixed Term contract to 22 <sup>nd</sup> December 2023 with potential to extend
<b>Reports to:</b>	School Premises Manager

### Job Purpose

To support the Premises Manager in the management of school property and premises. Working under the direction of the Premises Manager (deputising in his absence) and in conjunction with the School Business Manager as necessary on caretaking and site management issues. Contribute to the supervision of cleaning activities and staff in the school and undertake caretaking duties. Mindful of the security of the school premises. Assisting in the maintenance of plant and equipment in the school as well as the internal and external fabric of the premises as a safe working environment.

### Principle Responsibilities & Duties

The following responsibilities provide a broad indication of the scope of the role:

- Deputise for the Premises Manager when they are not present.
- Take a share in the responsibility for ensuring the security of buildings, site and resources.
- Act as a designated key holder, providing out of hours and emergency access following initial assessment by a contracted 1<sup>st</sup> response key holder service in the absence of the Premises Manager.
- Respond to premises and minibus issues reported via the Trust's online helpdesk system.
- Take a proactive approach to identifying and actioning tasks that you notice in the course of other works around the site.
- Carry out first line repairs and maintenance within the scope of competence.
- Undertake and document regular health & safety and other routine checks as prompted by the Trust's online premises management system.
- Responsible for recording any necessary follow up action after checks and inspections undertaken.
- To deputise in supervision of the cleaning staff with the Premises Manager and Cleaning Supervisor.
- Take a share of responsibility for contractors while on site and ensuring work is completed to the required standard, co-ordinating projects where required.
- To deputise for the Premises Manager in the operation and management of systems including heating, cooling, lighting, security (including CCTV) and fire safety.

- Work as part of a two person team on an alternating rota of early and late shifts during term time (7am – 3pm and 10:45am – 6:45pm) covering unlocking the site on early shift and securing it when on late shift.
- Undertake caretaking aspects of the role during term time (including but not limited to: portering, lunch setup/ clearing away, emergency cleaning; internal event preparation).
- Contribute to minibus maintenance and routine checks, including purchasing fuel using a Trust fuel card.
- Additional hours of work necessary for school events (such as open evenings; parent evenings; play & events) between himself and the Assistant School Premises Manager. Overtime rates apply.
- Any other duty or responsibility relevant to the role and appropriate to the grade of the appointment.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

### **Supervision**

The post holder will work in some part on his/ her initiative within the framework of the Trust's premises management system as directed by the Premises Manager and in conjunction with input from the School Business Manager or Head Teacher in relation to school needs.

### **Job Context**

The post holder will be based at a designated school within Endeavour MAT but will be part of a MAT wide premises team and may be asked to work at alternate sites depending on the needs of the Trust and schools the within it.

Working hours during school closure days and school holidays may vary according to need of access and operational desirability.

### **Physical Effort**

Moving and carrying furniture and other equipment e.g. desks, tables, chairs, DIY equipment such as ladders, delivery from reception to the relevant location will be necessary.

### **Working Environment**

Some of the work may need to be undertaken outside such as repairs, security or safety checks in wet weather.

## Person Specification

<b>Job Title</b>	School Assistant Premises Manager	
<b>Organisation</b>	Endeavour MAT (primarily based at Wilmington Grammar School for Girls)	
	<b>Essential</b>	<b>Desirable/ An Advantage</b>
Qualifications	<ul style="list-style-type: none"> <li>Education to A-level standard</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level</li> <li>Studying for The Chartered Governance Institute Qualifying Programme OR hold a relevant Certificate level governance qualification</li> <li>Hold a recognised qualification for the role of Data Protection Officer</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of minute taking and servicing committees</li> <li>Maintaining records and systems of reporting</li> <li>Experience of providing office administrative support and staffing a general office environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting governance in the public or charity sector</li> <li>Experience of office management or supervision</li> </ul>
Training	<ul style="list-style-type: none"> <li>Evidence of Continuing Professional Development</li> <li>Willingness to undertake specific training/ study to complement experience if relevant qualifications not held/ completed</li> </ul>	
Knowledge and Skills	<ul style="list-style-type: none"> <li>Able to use a range of standard ICT packages to a high standard (Excel; Word; Outlook; PowerPoint; MS Teams and SharePoint)</li> </ul>	
Attributes and Qualities	<ul style="list-style-type: none"> <li>Ability to work independently and to fixed deadlines</li> <li>Excellent organisational, planning and prioritisation skills</li> </ul>	

## Application Process

The deadline for applications is Midnight on Sunday 18th June 2023, with interviews expected to take place shortly afterwards. Early applications are encouraged as eligible candidates will be invited to the interview stage on a rolling basis and we may appoint before the stated closing date.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  
An enhanced DBS check will be required for the successful candidate.***