



School Premises Manager

Wilmington Grammar School for Girls

Job Description

Salary:	Endeavour MAT Support Staff, Grade 7 £26,291 – £30,249 per annum, (dependent on experience) Plus Interrupted lunch allowance £884.17
Working pattern:	37 hours per week (to include some unlocking/locking shift patterns) 52 weeks per year.
Reports to:	Head of Premises & Estates
Line manages:	Assistant Premises Managers, Cleaning Supervisors & Cleaning Team.
Key contacts:	Head Teacher & School Business Manager

Job Purpose

To be responsible for the property and premises management of the school. Liaising daily with the School Business Manager on caretaking and site management issues. Manage and contribute to caretaking and cleaning activities and staff of the school. Ensure security of the school premises. Maintaining plant and equipment in the school as well as the internal and external fabric of the premises as a safe working environment.

Main Duties & Responsibilities

General

- Be responsible for ensuring the security of buildings, site and resources.
- Manage the filtering, prioritisation and response to premises and minibus issues reported via the Trust's online helpdesk system, delegating to others/ actioning as necessary.
- Manage the budget for both regular and routine maintenance and modest premises projects in a cost-effective way, working with the School Business Manager to develop and maintain a maintenance and improvement plan. Including being a Trust purchasing cardholder in accordance with the Trust Finance Regulations Manual.
- Line Manage other Premises and Cleaning staff.
- Where applicable co-ordinate as required regarding the operation of lettings.
- Responsible for the operation and management of systems including heating, cooling, lighting, security (including CCTV) and fire safety.
- Participate in the caretaking aspects of the role during term time (including but not limited to: portage, lunch setup/ clearing away, emergency cleaning; internal event preparation).
- Work as part of a three-person premises team 8am – 4pm and on occasion on as part of 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.
- Any other duty or responsibility relevant to the role and appropriate to the grade of the appointment.

Health & Safety

- Act as a designated key holder, providing out of hours and emergency access following initial assessment by a contracted 1st response key holder service.
- Responsible for ensuring regular health & safety and other routine checks are undertaken and documented as prompted by the Trust's online premises management system.
- Responsible for contractors while on site and ensuring work is completed to the required standard, co-ordinating projects where required.

Works & Maintenance

- Take a proactive approach to identifying and actioning tasks that you notice in the course of other works around the site.
- Arrange to carry out first line repairs and maintenance that are within the competence of the staff concerned.
- Arrange for maintenance works and projects involving specialist tasks such as heating, lighting, electrics and plumbing to ensure safe and effective operation as scheduled on the Trust's online premises management system.
- Responsible for recording and undertaking necessary follow up action after checks and inspections.
- Contribute to minibus maintenance and routine checks, including purchasing fuel using a Trust fuel card.

Finance and Management

- Responsible for planning, overseeing and delivering modest premises projects and initiatives within both time scales and budgets and for working with the Head of Premises & Estates on larger projects and programmes of work for the school summer holidays.
- Working with the School Business Manager (Head of Premises & Estates for larger projects) arrange tenders and quotes and manage the appointment of external contractors in compliance with the Trust's Finance Regulations Manual.
- Responsible for co-ordinating the fair and equitable distribution of additional hours of work necessary for school events (such as open evenings; parent evenings; play & events) between him/her-self and the Assistant School Premises Managers. Overtime rates apply.
- Responsible for the Premises Budget at Wilmington Grammar School for Girls under the guidance of the Head of Premises & Estates, including operation of a school Trade Card and purchasing card.

Person Specification

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none"> Intermediate knowledge of ICT (able to use email, Word, Excel). An understanding of and a commitment to child welfare and safety. Awareness of Control of Substances Hazardous to Health (COSHH) regulations. An awareness of the importance of legionella and asbestos awareness and standard precautions. 	
Experience <ul style="list-style-type: none"> Experience of carrying out DIY tasks. Experience of managing small projects and overseeing contractors. Experience of specifying and tendering/obtaining quotes for small projects. 	<ul style="list-style-type: none"> Formal project/budget management experience using a structured approach. Experience in a similar role within a school. Experience line managing (or supervising) others.
Skills & Abilities <ul style="list-style-type: none"> Good listener and communicator. Able to find and propose solutions to DIY type problems. A team player as well as a team leader. Organised and able to work with guidance but limited supervision. Excellent time keeping. 	
Qualifications <ul style="list-style-type: none"> Educated to GCSE or equivalent level (passes in both English and Maths). Clean driving license (and willingness to undertake minibus driver training) 	<ul style="list-style-type: none"> Current First Aid certificate (or willingness to become qualified)
Attitude & Aptitude <ul style="list-style-type: none"> Reliable and trustworthy with a flexible approach when needed 	

Application Process

To Apply: Visit the Vacancies page of our school website
www.endeavour-mat.co.uk

Closing Date: 9am on Monday 11th December 2023

Interviews: Interviews will be held shortly after this date.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

All offers of employment are subject to an Enhanced DBS check.