



JOB DESCRIPTION: Premises Manager

Our Aim

Liberty Group is a group of three organisations devoted to improving the lives of society's most vulnerable and needy individuals, supporting them to achieve the most in their lives. Liberty Training, Ohana Homes and Liberty For All CIC each deliver an optimum service to help young people achieve their full potential and make a positive impact on society through our nurturing and supportive education and residential services.

Your Role

The role of **Premises Manager** is to support the Directors, College Business Manager and Homes Managers by providing a range of maintenance, Health and Safety, and driving services. You will be working in an exciting and versatile environment for a fun and supportive organisation that works to make a difference in young people's lives.

You will be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the College and Homes. This includes security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the College Business Manager, Head of College, Homes Manager and Directors on suggested improvements to the general College/Homes environments, to improve the productivity of site management and to carry out pre-planned maintenance programmes. You will be based at Liberty College Skills Centre but are required to carry out your duties across all company sites. A company vehicle will be provided.

From time to time you may be required to assist the college by driving a 9 seater vehicle to transport learners to off site activities, and may be required to stay and support the staff and learners during the activity.

As Premises Manager, you will support the team in ensuring the College and Homes run effectively and the service provided reflects the ethos of the organisation. You will be accountable to the Business Manager.

Hours: Monday to Friday, 7.5 hours per day between the hours of 8am and 5pm, with a flexible 1.5 hour unpaid break each day. This is a full-time, year-round post. You may be required to work additional hours when authorised and as necessitated by the needs of the business.

Requirements

You will:

- Be highly organised and efficient.
- Be friendly and approachable with a welcoming and professional manner.
- Be committed, enthusiastic and proactive.
- Be highly motivated and have the ability to work well under pressure.
- Be reliable, flexible, and adaptable with the ability to multi-task.
- Be positive, with a 'glass half full' attitude.
- Be able to work well autonomously on own initiative.



- Be able to demonstrate the ability to work effectively and contribute positively within a team environment.
- Have excellent verbal and written communication skills.
- Have excellent interpersonal skills with a good sense of humour.
- Be experienced in a similar role.

Responsibilities

Premises Management

- To ensure that the day-to-day management and maintenance of the College/Homes buildings and environment are effectively undertaken.
- To manage any premises related projects, builds or refurbishment by external contractors.
- To be responsible for the health & safety of the site, ensuring all deadlines are met, records are maintained in a professional manner.
- To undertake repairs and DIY projects.
- To ensure outside contractors, are strictly adhering to Health & Safety regulations.
- To ensure that all areas are clean, tidy and well maintained.
- To advise on a rolling programme of redecoration/refurbishment.
- To develop appropriate monitoring procedures to ensure that the College/Homes sites are kept clean, safe and in a good state of repair and stocked with all necessary supplies.
- To carry out regular checks and inspections of the premises, equipment and grounds.
- To monitor work requests on Brightsafe or SharePoint ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.
- College/Homes grounds are maintained to a high standard and safe.
- To be available on-call to deal with emergencies out of hours (paid overtime).

Security

- To be responsible for the security of the premises.
- To be responsible for unlocking/locking up the College.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To check all perimeter fences, security devices, fire appliances, CCTV systems and alarms.
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded.
- To monitor, report and advise the College Business Manager, Head of College, Homes Manager and Directors on all security matters.
- To act as main keyholder for the College.

General Site Duties

- To set and monitor the College/Homes heating and hot water systems.
- To take energy readings on a regular basis.
- To ensure the College/Homes is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily.
- To ensure that halls and other meeting rooms are set out as required for meetings, and other events and cleared away afterwards.
- To ensure that all tools and cleaning products are stored correctly and are not accessible by Learners and that hygiene standards and regulations are met.



- To porter and move furniture as required in order that College/Homes activities can proceed and that the entrance of the College/Homes is always clear and welcoming.
- To ensure that orders received into College/Homes are delivered to the appropriate area and to the person as necessary.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded.
- To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly.
- To ensure PAT testing is carried out and keep accurate records.
- To collect and dispose of all waste, refuse and surplus materials.
- To clear up bodily fluids after accidents adhering to health & safety procedures.
- To carry out emergency cleaning if required.

Health & Safety

- To ensure that all working practices comply with current legislation with the support of the Business Manager/Homes manager
- To provide safe access to the College/Homes in the event of snow, ice or flooding.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the College/Homes's Health & Safety Policy and Procedures

Administration

- To maintain the College/Homes's equipment inventory.
- To place orders, via the College/Homes office, for items of housekeeping ensuring stock levels are maintained.
- To order repairs and maintenance items in liaison with the College Business Manager/Homes Manager
- To maintain a log of all inspections and checks carried out.
- To establish and maintain a list of repairs / improvements.
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair and do all training on their safe use.
- To ensure mechanical equipment is inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.
- To assist the College Business Manager/Homes Manager with obtaining tenders and quotes.
- To carry out regular H&S inspections and Risk Assessments on his/her own or/and with the College Business Manager/Homes Manager.

Driving

- To drive the College/Homes vehicles in a responsible and competent manner ensuring the safety of passengers at all times.
- To drive the vehicle in accordance with the provisions of the Highway Code and minibus policy.
- To be responsible for the health and safety of all passengers throughout the duration of the journey – including ensuring seat belts are fastened / passengers remain seated and bags / equipment stowed safely.



- To assist passengers with impaired mobility on and off the vehicle in accordance with agreed manual handling protocols and ensuring tail lift is operated safely and wheelchairs or mobility aids handled and secured appropriately.
- To make the Directors/Business Manager/Home Managers aware of any incidents or accidents.
- To complete pre-journey routine safety and maintenance checks in accordance with the College/Homes procedures – reporting any defects / issues to:
 - For the College: to the Business Manager/Directors
 - For the Homes: to the Home Manager/Directors
- To report any vehicle or equipment defects or faults which occur during the journey as soon as is practically possible:
 - For the College: to the Business Manager/Directors
 - For the Homes: to the Home Manager/Directors
- To complete mileage / user records and associated administration in an accurate and timely manner as required.
- To park the vehicle in designated parking areas ensuring passengers can disembark safely.
- To be responsible for ensuring the security of the vehicle including locking doors and windows and activating any alarms when the vehicle is left unattended
- To keep the vehicles clean and up keep of the vehicles, including booking servicing and maintenance with the support of the Business Manager/Homes Manager.

Other Duties

- Support learners on construction projects as required.
- Support learners on work experience at the college.
- Maintain confidentiality of highly sensitive information.
- Promoting equality and diversity as part of the culture of the organisation.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the organisation on all issues to do with health, safety and welfare.
- Support the organisation's implementation of all current statutory requirements.
- Adhere fully to company policies and procedures including safeguarding, health and safety, security, equality & diversity, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Manage own time effectively to ensure key tasks are undertaken and deadlines are met.
- In conjunction with your line manager, take responsibility for professional development, keeping up to date with research and developments related to the organisation's efficiency, which may lead to improvements in the day-to-day running.
- Undertake any necessary professional development as identified taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.
- Act in a professional yet approachable manner at all times.
- Any other tasks as required or requested by the directors

The Premises Manager will be required to safeguard and promote the welfare of children and young people and follow the organisation's policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Premises Manager will carry out. The postholder



may be required to do other duties appropriate to the level of the role, as directed by the leadership team.

Disclosure and Barring Service (DBS) Checks

The Disclosure and Barring Service (DBS- formerly CRB) helps employers make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are subject to a criminal record check. All job offers are subject to successful DBS checks, an individual not being listed on the POVA register and are subject to a final offer of employment being made by Liberty.

PERSONAL SPECIFICATION: Premises Manager

Skills and qualities	Essential	Desirable
Excellent communication skills and interpersonal skills	✓	
IT skills including Microsoft Office packages		✓
Ability to work on own initiative and demonstrate the ability to organise own workload and set priorities	✓	
Ability to work accurately and to targets set	✓	
Excellent problem solving and organisational skills	✓	
Ability and willingness to work as part of a team and under instruction of the directors	✓	
Ability to deal politely and effectively with members of the public, learners, their families, other professionals and other members of staff	✓	
Highly competent, highly efficient, diligent and hardworking	✓	
Proactive, personable and enthusiastic	✓	
Organised with excellent time management skills, able to work to deadlines	✓	
Flexible and adaptable	✓	
Motivated, knowledgeable and experienced	✓	
Friendly and approachable	✓	
Professional and well presented	✓	
Qualifications and experience	Essential	Desirable
Educated at least to level 2 and to have English and Maths at level 2 or equivalent		✓
At least 2 years' experience in a similar role	✓	
Experience in the care or education sector		✓
Experience in a construction or maintenance role	✓	
Qualifications in health and safety (or a willingness to undertake)	✓	
PAT teasting qualification (or a willingness to undertake)		
Understanding and knowledge	Essential	Desirable
A respectful attitude to differences and an understanding of equality and diversity	✓	
Knowledge & understanding of confidentiality and its importance in this type of work	✓	
Personal Attributes	Essential	Desirable
Commitment to promoting good practice and adhering to the company ethos	✓	
Well-presented and a positive role model	✓	
Positive, 'glass half full' attitude	✓	
Commitment to personal development through supervision, appraisal and training	✓	
Full, clean driving licence	✓	

Notes:

This job description may be amended at any time in consultation with the postholder.



Director/Line Manager's signature:

Print:

Date:

Postholder's signature:

Print:

Date:
