

## PREMISES MANAGER - JOB DESCRIPTION

RESPONSIBLE TO	Line Manager then Headteacher
LINE MANAGER	School Business Manager
JOB PURPOSE	To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, safety, cleanliness, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to produce and carry out pre-planned maintenance programmes.

## TERMS OF EMPLOYMENT

WORKING HOURS	37.5 hours per week Monday – Friday: 9.30am-5.30pm A 30 minute lunch break is allowed for each full day. You will be paid for 52 working weeks per year. Holiday entitlement: 28 days + bank holidays if less than 5 yrs KCC Service and 30 days + bank holidays if over 5 years KCC service. The holiday entitlement to be booked with the School Business Manager in advance notice. Majority of holiday allowance to be taken during school holidays. Required to work on staff development days and some other school holiday dates including when contractors and staff are working in school holidays.
SALARY	Kent Scheme D
RESPONSIBLE FOR	On-site Contractors Day to day line management of cleaning staff

**General Responsibilities**

1. To ensure that the management and maintenance of the school building and grounds are effectively undertaken to a high standard to improve the learning environment within the school.
2. Ensure that the school environment is correctly used, and complies with health and safety requirements.
3. To undertake general repairs, DIY projects and site maintenance, inside and out, including some decorating, repairs on furnishings and buildings, and woodwork to ensure a safe environment is maintained.
4. To delegate tasks as appropriate to other site staff i.e. in-house cleaners or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
5. Be responsible for management of other site staff including cleaning and subcontractors.
6. Arrange for the provision of specialist materials for improvement and maintenance projects to ensure the cost effective use of school funds in such projects.
7. Liaise with the School Business Manager/Headteacher on priorities of maintenance and improvement work to ensure the work is carried out in order of priority.
8. Co-ordinate and supervise on-site contractors to ensure the smooth operation of maintenance work on the school site.

**Premises Management**

1. To manage effectively the annual maintenance budget.
2. To manage effectively the annual cleaning budget; ordering consumables (cleaning and paper products).
3. To advise the School Business Manager/Headteacher on the rolling maintenance refurbishment/redecoration programme.
4. To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received.
5. To obtain quotes for all works in line with the finance policy, providing detailed specifications of the works being quoted for and collating the information to share with the School Business Manager.
6. To develop appropriate monitoring procedures to ensure the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.
7. To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate.
8. To instruct and supervise the grounds maintenance contractor ensuring the school grounds are maintained to a high standard

## **Security**

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required.
2. Act as a designated key holder, providing out of hours and emergency access to the school site.
3. To be aware of and to facilitate school events and lettings and carry out associated tasks, in line with local agreements; arranging opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
4. Oversee onsite maintenance contractors, checking that work is completed to required standards and within expected timescales
5. To check, at least monthly perimeter fences, security devices, CCTV systems and intruder alarms.
6. To ensure that the fire extinguishers, fire call points, fire alarm and emergency lighting are tested weekly and results recorded.
7. To monitor, report and advise the School Business Manager/Headteacher on all security matters.
8. To be aware of all out of hours activities at the school and arrange for the opening, closing, heating, availability of equipment as necessary.

## **Health and Safety**

1. To provide safe access to the school in the event of snow, ice or flooding.
2. To ensure the legionella testing is carried out weekly in line with requirements/policy and results recorded and actioned if necessary.
3. To ensure that the annual check on asbestos is carried out, arranging further assessments when required and arranging for all contractors to sign the asbestos register.
4. To carry out termly H&S inspections with the Health & Safety Leader (Assistant Headteacher) and prioritize action needed.
5. To formulate risk assessments for work activities which involve some form of hazard. To liaise with the Health & Safety Leader.
6. To adhere to H&S guidelines and ensure a safe environment for staff and pupils is always maintained.
7. All duties to be carried out in compliance with the Health & Safety at work Act and the School's Health & Safety Policy and Procedures.

## **General Site Duties**

1. To set and monitor the school heating and hot water systems.
2. To take energy readings on a monthly basis and provide these to the Finance Officer.
3. To ensure that halls and other meeting rooms are set out as required for meetings, assemblies, productions and other events and cleared away afterwards
4. To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
5. To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment etc.
6. To ensure light bulbs, fluorescent tubes are changed as necessary.
7. To arrange the PAT testing to take place on an annual basis.
8. To arrange window cleaning.
9. To collect and dispose of waste. Liaise with the waste management contractor.
10. To carry out any emergency or relief cleaning when required.
11. Provide a first point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free. Provide a portering service for deliveries to ensure supplies are correctly handled according to the manual handling training received and appropriately delivered. Provide a portering service for staff when necessary.
12. Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a management risk assessment & training.

## **Administration**

1. To place orders for cleaning materials, hygiene resources, care taking supplies when required to ensure stock levels are maintained.
2. To maintain the school's equipment and plant inventory.
3. To establish and maintain a list of repairs/improvements from staff requests.
4. To assist the School Business Manager with obtaining tenders and quotes.

## **Additional Duties**

1. Any other relevant duties required by the class teacher, senior member of staff or Headteacher.

2. To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
3. To champion and act as role model to staff, families and children in line with the school Values.

## **PERSON SPECIFICATION:**

A hard working, self-motivated individual with the ability to work both autonomously and within a team. This role requires strong leadership and organisational skills, always providing the best possible service to children and staff alike.

### **Qualifications and Experience:**

Required;

- Significant experience or practical skills within a trade
- Experience in applying regulations such as health and safety, manual handling, COSHE, Legionella, asbestos etc.
- Previous relevant experience, including supervisory and/or management experience
- Experience of use of wide range of machinery/equipment for general maintenance
- Good I.T skills

Desired;

- Hold recognised training/qualifications associated with premises management
- Knowledge of financial, ordering and monitoring procedures

### **Ability, Skills and Knowledge:**

- Ability to adapt to changing demands and to flexible working as part of a team or individually as required
- Understanding of and able to apply Health and Safety procedures relevant to the job such as manual handling, safe use of machinery and/or equipment, COSHH, first aid and hygiene practice, lone working procedures and responsibilities
- Able to recognise and deal with emergency situations
- Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
- Willing to undertake training relevant to the role
- Problem solving abilities
- Ability to monitor and organise others and own workload effectively
- Knowledge and expertise in minor maintenance and repair
- Able to identify when changes are required to work routines and act upon them
- Written and numeric skills in order to maintain accurate, timely records and reports

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher, Deputy Headteacher or Business Manager.

Signed  
Site Manager

Signed  
School Business Manager

Date: