



Job Description: Premises Manager

School:	Kings Hill School
Grade:	Kent Range E (£27,852 - £29,716)
Responsible to:	Headteacher
Contract Type:	Permanent, 52 weeks a year
Hours of Work:	37 hours per week (10am – 6pm)

Purpose of the Role:

- **To be responsible for overall facilities management and premises staff to ensure the cleanliness, safety and security of the school site at all times.**

Holidays: Leave will not usually be permitted during term time

Direct Supervisory Responsibility for: Senior Caretaker

Indirect Supervisory Responsibility for: Contract Cleaners

Key duties and responsibilities:

- To draw up and monitor maintenance schedules and programmes of work using Asset management systems to ensure that the site is secure, clean and buildings and grounds are maintained and kept to a high standard
- Proactively seek areas to improve the buildings and grounds of the school working alongside the School Business Manager and the Headteacher to ensure budgetary constraints are managed
- Take responsibility for the overall security arrangements for the school liaising with Kings Hill Security and the Administrative Officer ensuring there is an appropriate secure system for key holding.
- Act as a designated key holder, providing out of hours and emergency access to the school site
- Ensure the standards of cleanliness are high and that the cleaning contract is good value for money.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- To be responsible for site-critical systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
- Arrange emergency repairs and be responsible for the upkeep of the grounds including ensuring that tree risk assessments and tree maintenance is carried out.
- Ensure equipment checks are completed and all equipment on site is kept safe to use, e.g. trim trail, gym equipment
- Undertake general portage duties, including moving furniture and equipment within the school.

- Maintain accurate, up-to-date health and safety records, ensuring all statutory documentation, inspections, and compliance evidence are logged, organised, and readily accessible.
- Lead on proactive risk management by identifying potential hazards, implementing preventative measures, and advising senior leaders on emerging risks affecting the site, staff, pupils, or visitors.
- To manage all aspects of any building projects and maintenance work carried out on school premises including working alongside Architects, Surveyors, Contractors, KCC to effectively project manage building work on site from concept to installation.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
- To be responsible for the line management of all premises and grounds staff, to include participating in their recruitment and selection, identifying their training needs and drawing up their programme of work.
- To support the School Business Manager and Headteacher in reviewing and updating the school's emergency business continuity plan.
- To be responsible for the school's asset management system ensuring it is kept up to date and that the Headteacher and Governors are given an annual report on the asset register.
- Facilitate lettings and carry out associated tasks.

Kent County Council

Person Specification: Premises Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 2/3 Diploma (or equivalent) and proficient technical and practical skills.
EXPERIENCE	<ul style="list-style-type: none"> • Previous relevant experience including supervisory experience
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Wider awareness of the related working environment • Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance • Sufficient knowledge related to a range of school services and activities in order to train, coach and/or mentor others • To organise others and own workload in order to achieve the job • Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant • Ability to maintain accurate and timely records as required by the role eg, contractors' schedules, maintenance schedules and statutory compliance tasks. • Ability to deal with everyday problems and to identify which problems should be referred to Line Manager • Ability to monitor job activities as required by the role

	<ul style="list-style-type: none"> • Good communication - Ability to understand information from a broad range of stakeholders, advise and liaise with others accordingly • Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate • Has written and numeric skills in order to complete more detailed records and reports • Ability to listen, observe and contribute to discussions as required for the role. • Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.) • Ability to communicate using information technology as required for the role
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and expertise in minor maintenance and repair • Knowledge of financial/ordering/monitoring procedures as required • Knowledge of how own job fits into the activity and role of the area/site • Knowledge of a range of other jobs in the area • Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> - Manual handling; - safe use of machinery and/or equipment; - COSHH ; - First Aid and Hygiene Practice; - lone working procedures and responsibilities • Able to recognise and to deal with emergency situations • Will need to undertake training to keep knowledge up to date