



ENDEAVOUR MAT

JOB TITLE:	School Premises Manager
REPORTS TO:	Head of Premises & Estates
WORKS CLOSELY WITH:	HEAD TEACHERS, SCHOOL BUSINESS MANAGERS AND OTHER COLLEAGUES
LINE REPORTS:	ASSISTANT SCHOOL PREMISES MANAGER, CLEANING SUPERVISOR AND CLEANING TEAM
SALARY:	Grade 7 (£21,939 - £25,790) dependent on qualifications/ experience
HOURS OF WORK:	37 hours per week, 52 weeks per year, to be worked on an alternating shift rota system during term time weeks and 8am-4pm during school holidays

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.

PRINCIPAL RESPONSIBILITIES/DUTIES

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

- Be responsible 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 1st response key holder service.
- Manage the filtering, prioritisation and response to premises and minibuss issues reported via the Trust's online helpdesk system, delegating to others/ actioning as necessary.
- 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 ensuring regular health & safety and other routine checks are undertaken and documented as prompted by the Trust's online premises management system.
- Responsible for recording and undertaking necessary follow up action after checks and inspections.
- 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.
- 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 Trusts Finance Regulations Manual.

- Line Manage other Premises staff.
- Where applicable co-ordinate as required regarding the operation of lettings.
- Responsible for contractors while on site and ensuring work is completed to the required standard, co-ordinating projects where required.
- Responsible for 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 10:30am – 6:30pm) covering unlocking the site on early shift and securing it when on late shift.
- 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).
- Contribute to minibus maintenance and routine checks, including purchasing fuel using a Trust fuel card.
- 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 Manager. 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 (£1,000 monthly limit).
- 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 largely on his/ her initiative within the framework of the Trust's premises management system as directed by the Head of Premises & Estates 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 will vary according to need of access and mutual desirability such as to ensure core site opening hours of 8am – 4pm.

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

Job Title	School Premises Manager	
Organisation	Endeavour MAT (primarily based at Wilmington Grammar School for Girls)	
Selection Criteria	Desirable/ Essential	
Education and Qualifications:		
Educated to GCSE or equivalent level (passes in both English and Maths)	Essential	
Clean driving license (and willingness to undertake minibus driver training)	Essential	
Current First Aid certificate (or willingness to become qualified)	Desirable (Essential)	
Knowledge		
Intermediate knowledge of ICT (able to use email, Word, Excel)	Essential	
An understanding of and a commitment to child welfare and safety	Essential	
Awareness of Control of Substances Hazardous to Health (COSHH) regulations	Essential	
An awareness of the importance of legionella and asbestos awareness and standard precautions	Essential	
Experience		
Experience of carrying out DIY tasks	Essential	
Experience of managing small projects and overseeing contractors	Essential	
Experience of specifying and tendering/ obtaining quotes for small projects	Essential	
Formal project management experience using a structured approach	Desirable	
Experience in a similar role within a school	Desirable	
Experience line managing (or supervising) others	Desirable (essential)	
Skills and abilities		
Good listener and communicator	Essential	
Able to find and propose solutions to DIY type problems	Essential	
A team player as well as a team leader	Essential	
Organised and able to work with guidance but limited supervision	Essential	
Excellent time keeping	Essential	
Attitude and aptitude		
Reliable and trustworthy with a flexible approach when needed	Essential	