



Ripplevale School Job Description

Post Title:	Premises Manager
Reporting to:	Office Manager
Responsible for (staff):	Maintenance & Cleaning Teams
Liaising with:	SLT (Senior Leadership Team) to discuss work required and take instructions regarding school events or large scale developments. Staff to delegate work, explain priorities for their work, to provide training and direction. External contractors to specify school's needs, deal with comparative quotes and query details then to award the contract and check quality of work.

Summary of main duties of the post

1. To be responsible for the cleanliness, maintenance and security of school buildings and the grounds and to ensure all buildings and the grounds comply with health and safety regulations
2. To contribute to recruitment, and be responsible for deployment, training and appraisal of maintenance and cleaning teams to ensure they have the skills, knowledge and behaviours to complete their work to a high standard.
3. To oversee the letting of contracts and work of contractors on site when work cannot be completed in house
4. Fire Officer & Assistant Health & Safety Officer

Operational/Strategic Planning

5. Undertake monitoring and management of all regular contracts in relation to site maintenance, e.g. waste management, sewage plant maintenance, sanitary disposal and disposal of medical waste. Liaise with the providers to organise regular maintenance as required with minimal disruption to the site during term time.
6. Ensure value for money from the utility companies by monitoring usage against the price and carrying out occasional comparisons to ensure value for money from

suppliers compared to others in the market. Ensure that regular readings are taken of all metered services.

7. Undertake regular site health and safety inspection in liaison with H & S Officer and recommend follow up actions. Ensure that regular fire and security checks/inspections are in place and paperwork is completed
8. Liaise with the waste management company and make recommendations when the contract is to be renewed following analysis of costs and benefits of changing the provider. Arrange ad hoc collections if required outside normal contract.
9. Establish a regular site maintenance schedule including an agreed painting and equipment replacement programme; liaise with the handy person and any contractors to ensure that works take place as planned to a high quality of work.
10. Arrange fire drills at recommended intervals to ensure that staff and students are familiar with the safe fire evacuation procedures and that systems are in place to check that the building is evacuated safely.

General Duties

11. To organise the security of the school. Ensure the buildings are secure, school windows are locked and alarms are set when and where appropriate. Programme keys and locks using Salto system.
12. To maintain records in accordance with statutory requirements, insurances and warranties. This includes monitoring inspection paperwork for water, perimeter and temperature.
13. To report any necessary repairs in the maintenance book and delegate tasks to Caretaker or cleaners completing a job sheet as required. Undertake maintenance tasks within own capability where possible. Make recommendations to resolve more complex/skilled problems in a cost effective way for the school.
14. To undertake periodic testing and undertake or assist in general maintenance of fixtures, fittings, plant and plumbing after checking whether covered by warranties or insurance.
15. Ensure that checks take place of the boiler settings and alter if required depending on the season, to ensure energy efficiency.
16. Organise annual PAT testing of electrical items according to the required schedule.
17. Liaise with the fire alarm Company to ensure testing and maintenance to a schedule recommended by the manufacturer. Monitor inspection of fire doors, ladders, firefighting equipment (such as fire extinguishers and fire blankets), play equipment and sports equipment.
18. To ensure the general care and cleanliness of the classrooms on a daily basis by occasionally monitoring the effectiveness of cleaning routines and quality of work.
19. To ensure the general cleaning of the house/toilet/bathrooms and urinals on a daily basis by monitoring tasks undertaken by others and carrying out cleaning of allocated areas. Ensure general cleaning of areas not covered by other a staff and to undertake emergency cleaning on site during the day as required.

20. To ensure the playgrounds and areas around school buildings are kept clear and tidy. This includes the regular clearing of gulleys, gutters and drains where feasible.
21. To liaise daily with appropriate staff to establish where emergency or minor repairs and general maintenance is required and take necessary steps to remedy.
22. Order cleaning materials, put systems in place to monitor reasonable usage and monitor/audit stock rotation. Store cleaning materials in line with COSHH regulations. To alert appropriate staff of any significant resource problems and make recommendations to remedy.
23. To arrange general portage duties; to ensure delivery of stock, stationery, supplies and equipment to the correct place within the site, removal of furniture and setting out of rooms as required, the removal of all kitchen waste.
24. To be responsible for the maintenance and day to day care of school vehicles, arranging for servicing in line with manufacturers advice, day to day maintenance and cleaning as required. This also includes the general orientation of the vehicles with staff as required.
25. Organise completion of routine grounds maintenance tasks to keep the grounds and playing fields in a good state and create a pleasant entrance to the site, including planting of flowers beds, hanging baskets and planters. Liaise with contractors regarding tree maintenance and arrange occasional attention as required.
26. Oversee the work of contractors on site, ensuring their compliance with the school Health and Safety policy and enabling reasonable access to school premises and the house to undertake the job.
27. Keep the inventory up to date with site equipment as agreed with the SLT, monitoring the location of small portable equipment such as fans, heaters and kitchen equipment. Carry out or arrange a regular stock check including cleaning materials according to recommended practice (usually termly).
28. Monitor the CCTV systems ensuring that they are in good working order and occasionally check the accuracy of the clock and timers to ensure accurate readings.
29. To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
30. Ensure that Personal Protective Equipment is available when required. To undertake your personal Health and Safety responsibilities within the HASAWA 1974 and ensure the storage of cleaning materials in line with the COSHH regulations.

To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.

Staffing

31. Line manage the cleaning staff and the Caretaker, making decisions on their deployment, supervision and annual appraisal. Ensure their skills are up to date and they work to a high standard through the provision of support and training on the job or research appropriate courses to enhance their career development.
32. Take an active role in the recruitment of staff in own team, making recommendations and designing the process to test out relevant knowledge and skills for the job.
33. To take part in the school's staff development programme by participating in arrangements for further training and professional development.
34. To continue personal development in relevant areas.
35. To work as a member of a designated team and to contribute positively to effective working relations within the school.
36. To attend support and whole staff meetings as required.

Child Protection/Safeguarding

37. To make yourself aware of all relevant school policies and ensure that you abide by Ripplevale School's Child Protection & Safeguarding Policies which contains the names and points of contact for all relevant agencies.
38. To participate in all Child Protection training required by the school.
39. To immediately report any incidents of a child protection nature to the school's Designated Safeguard Lead or the Directors.

NB Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence and in certain circumstances could be a criminal offence.

Quality Assurance

40. To help to implement school quality procedures and to adhere to those.
41. To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school.

Communications and Liaison

42. To communicate effectively with colleagues and external contractors as appropriate.
43. To communicate effectively with the parents of pupils as appropriate.
44. To follow agreed policies for communications in the school.
45. To take part in liaison activities such as reviews, open day etc.

Management of Resources

46. To be responsible for obtaining comparative quotes for work and supplies from contractors and suppliers in line with the school's policy; to make recommendations to the CEO regarding value for money and best price to meet the school's needs.

- 47. To contribute to the process of ordering and allocation of equipment and materials, where appropriate.
- 48. To assist the CEO/Office Manager to identify resource needs and to contribute to the efficient/effective use of physical resources.
- 49. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

School Ethos

- 50. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- 51. To promote actively the school’s corporate policies.
- 52. To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate.

Signatures:

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed as accurate: (manager) Dated

Signed as received(job holder) Dated