

Job Description and Person Specification; Premises Manager

Post Title: Premises Manager

Responsible to: School Business Manager/ Head of School

Purpose

The purpose of the Premises Manager is carry out 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, cleanliness, portorage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/ Head of School on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

General Responsibilities

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To oversee any premises related projects, builds or refurbishment
- To oversee the Trust's designated health and safety information system, ensuring it is maintained accurately and deadlines are met
- To be responsible for the health & safety of the site
- To undertake repairs and DIY projects
- To create and maintain an effective premises team ensuring that the changing needs of the school are met through training and development of the premises staff
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to
- To monitor the performance of the cleaning contractor and liaise with the area manager to ensure a clean, tidy and well maintained school environment.

Specific Responsibilities

Premises Management

- To monitor the day to day maintenance, repair and cleaning of the school
- In conjunction with the School Business Manager to monitor the day to day maintenance and repair budget and the cleaning materials budget
- To advise on a rolling programme of redecoration/refurbishment
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
- To assist the SBM/Head of School to prepare documentation for tenders or specifications of small to medium projects

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- To develop appropriate monitoring procedures to ensure that the school site is 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 keeping accurate records where appropriate and also on the school's software programme, HANDSAM
- To monitor work requests on the premises housekeeping software 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
- To instruct and supervise the gardening/landscaping contractor ensuring the school grounds are maintained to a high standard and safe
- To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard
- To undertake the appraisal reviews of site staff, ensuring continuing professional development in liaison with the School Business Manager

Security

- To be responsible for the security of the premises, liaising with Security contractors/Police and other emergency services in this respect as necessary
- To be responsible for locking up the school during term time and for the unlocking and locking of the school during school closure periods.
- 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 School Business Manager/ Head of School on all security matters
- To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as main keyholder for the school on call-outs.

General Site Duties

- To set and monitor the school heating and hot water systems
- To take energy readings on a regular basis
- To ensure the school 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 for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- 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

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- To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
- To ensure that orders received into school are delivered to the appropriate area / 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 maintain stage and drama equipment, including stage lighting
- To monitor and report IT issues as necessary in relation to whiteboards, computers and projectors and to carry out minor repairs as necessary i.e. changing projector bulbs
- To ensure PAT testing is carried out and keep accurate records
- To ensure all indoor and outdoor plants are adequately watered during school closure periods • To ensure that the milk bins are cleaned
- To undertake minor window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures
- To perform the summer cleaning of the chairs and tables in the KS1 and KS2 halls
- To carry out emergency cleaning if required

Health & Safety

- To ensure that all working practices for the Premises Team comply with current legislation
- To provide safe access to the school 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 School's Health & Safety Policy and Procedures

Administration

- To maintain the school's equipment and plant inventory
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the SBM
- To maintain a log, on Property Prefect, 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 arrange for the training of members of the Premises Team on their safe use
- To ensure mechanical equipment is inspected prior to each use

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- To ensure power tools are inspected before use and are PAT tested as required
- To assist the SBM with obtaining tenders and quotes
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the SBM
- To report team members absence to the SBM and Office Manager

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team

Safeguarding

The Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the schools.

Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures.

All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Head of School.

Person Specification

Qualifications and Experience

1. Hold recognised training/qualifications associated with premises management
2. Significant experience or skills in a trade
3. The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc.
4. The ability to operate and understand electrical/mechanical systems
5. Risk Assessment experience/qualification
6. Competent at basic building repairs and maintenance
7. To be able to use small industrial, electrical and mechanical equipment
8. Staff management experience

Ability, Skills, Knowledge

9. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
10. Good communication skills
11. Excellent numeracy and literacy skills
12. Good IT skills
13. Sound planning and negotiating skills
14. Ability to gather information, analyse data and problem solve
15. Ability to manage own time effectively and demonstrate initiative including establishing priorities
16. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests

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17. Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
18. Ability to manage people directly and indirectly
19. Ability to adapt to changing and conflicting demands
20. Ability to be flexible and work as part of a team or individually as required
21. Ability to demonstrate an understanding of children
22. Ability to contribute to the life of the school
23. Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.
24. Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely