



ST. GEORGE'S C of E FOUNDATION SCHOOL

JOB DESCRIPTION

JOB TITLE:	Premises Manager
GRADE:	Kent Range 6
ACCOUNTABLE TO:	Director of Finance
JOB PURPOSE:	To be responsible for the security, maintenance and cleaning of the school sites.
DIRECTLY RESPONSIBLE TO THE POSTHOLDER:	Site Staff Grounds Staff Cleaning Staff
TEAM LEADER TO: (Performance Management)	Site Staff Grounds Staff Cleaning Staff

KEY ACCOUNTABILITIES:

All staff at St George's C of E Foundation School are expected to actively support and promote the vision and values of the school including the Child Protection and safety procedures.

1. Ensure that buildings and the sites 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 sites.
3. Procure quotes for routine maintenance work on school premises.
4. Contribute to the management of the premises and cleaning budgets.
5. Be responsible for site, grounds, and cleaning staff.
6. Operate and regularly check systems such as heating, cooling, lighting, security (including CCTV and alarms), sprinkler and fire alarms.
7. Manage and record statutory health and safety inspections e.g. Legionella testing
8. Manage fire safety equipment provision and scheduling of fire drills.
9. Fire Marshall.
10. Keep records (logs) of repairs and maintenance using the schools reporting system.
11. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
12. Gritting of paths/snow clearing, as required.
13. Arrange emergency repairs.
14. Arrange regular maintenance and safety checks.
15. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
16. Monitor materials and stock and/order supplies, within an agreed budget.
17. Contribute to planning and deployment of resources around the school, e.g. furniture.
18. Undertake general portage duties, including moving furniture and equipment within the school.
19. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
20. 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. This includes carrying out risk assessment when required.
21. Handle small amounts of cash for the purchase of materials to carry out repairs.
22. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment and air handling units.
23. Manage the servicing, upkeep and cleaning of school vehicles.
24. Provide training on health and safety issues to site, cleaning and grounds staff.

25. Undertake performance management of the site, cleaning and grounds staff.
26. Manage cover for the site, cleaning and grounds staff.
27. Support the recruitment of site, cleaning and grounds staff.
28. Attend all appropriate meetings and training, e.g. Health & Safety and Premises Meetings.
29. To undertake such other duties as the Headteacher may determine within the range of duties reasonably expected of premises staff.

General:

- All work must be undertaken in a reliable and conscientious manner having due regard for their health and safety and of users of the site.
- Cleaning / repair of all equipment used in the maintenance of the site is required on a regular basis.
- Appropriate clothing and safety equipment will be supplied.

This job description will be reviewed in conjunction with the post holder on an annual basis.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

January 2019



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PERSON SPECIFICATION

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 e.g. client groups. • Use of wide range of machinery/equipment e.g. kitchen, gardening and general maintenance. • Sufficient knowledge related to a range of services and activities in order to train, coach and/or mentor others. • To organise others and own workload and identify changes required to work routines in liaison with all parties. • Ability to maintain accurate and timely records • Ability to deal with everyday problems, as well as monitoring job activities and identify which problems should be referred to supervisor. • Ability to understand information and interpret to be able to liaise with others accordingly. • 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 • 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. • Understanding and ability 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. • Ability to recognise and to deal with emergency situations. • Will need to undertake training to keep knowledge up to date.