



# JOB DESCRIPTION & PERSON SPECIFICATION

## **JOB TITLE: Premises Manager**

### Job Description

#### **JOB PURPOSE**

- To provide for the efficient cleaning, maintenance, safety and security of the campus and the grounds.
- To have day to day responsibility for the Health and Safety of the campus and all staff, students and visitors

#### **DUTIES**

##### **SPECIFIC DUTIES**

- Apply all security procedures for the school building and grounds
- Apply for both routine access and egress, and non-routine opening and closing of the school buildings and grounds to include management of impact of inclement weather
- Ensure that the school premises and furnishings are cleaned in accordance to the standards agreed to ensure that the school and grounds are litter free
- Carry out minor or temporary repairs, as agreed
- Carry out emergency procedures in the event of a fire, flood, break in, accident or major damage
- Provide for emergency access to the school when necessary
- Draw the attention of the Campus or District Principal to any necessary repair or maintenance work that is beyond the competence of the premises staff
- In the commissioning of external contractors to ensure that due diligence is followed i.e procurement processes, health and safety certification, other relevant compliance documentation etc
- Direct and oversee contractors and workmen when onsite and undertaking repair or maintenance work, and to check and inspect their work afterwards
- Follow Health & Safety and safeguarding procedures and ensure contractors do the same
- Maintain the Southalls Safety Cloud with records of all weekly, monthly and annual checks, work equipment checks, audits and risk assessments etc.
- In liaison with Campus/District Principal ensure that staff are kept up to date with the necessary Health & Safety training to ensure compliance Eg; fire safety training
- Maintain a Fire Register log, for recording fire drills, testing alarms, fire escape routes, emergency lighting, fire appliances, including maintenance and service defaults on Southalls Safety Cloud
- Undertake necessary testing for emergency lock-down procedures
- Ensure that the heating plant operates economically and efficiently, together with the hotwater system and any air conditioning system
- Carry out frost precaution procedures
- Order cleaning materials with a prescribed budget
- Be aware of, keep up to date, and adhere to Health & Safety, COSHH regulations and CLEAPSS
- Ensure that correct PPE is used and renewed/replaced when undertaking tasks which require its use
- To oversee and ensure compliance for the following regulatory inspections:
  - Bi-annual safety inspection
  - PAT testing
  - Statutory circuit testing (cycle)
  - Gas Safe Inspections



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- Bi-annual LOLER inspections for lifting machinery (where relevant)
- Ensure legionella testing and flush-out is undertaken as and when required
- Take appropriate action to prevent trespassers on the school grounds and record incidents of trespass or vandalism Prepare for after school activities and ensure that the accommodation is ready again afterwards for normal school use
- Inspect all drains and gullies to ensure that they are free flowing and clean and that any defects are reported
- Take delivery of supplies ordered by the school and store them or distribute as required
- Coordinate OneBus repairs and supplies in liaison with the Transport Coordinator
- Ensure that adequate supplies of janitorial materials are available and replenished for use
- Ensure that sanitisation materials and PPE stocks are maintained at all times
- Ensure that cleaning equipment is in a safe and working condition

### **GENERAL DUTIES**

- To perform such other duties as may be requested from time to time, commensurate with the role, including but not limited to, practical subjects support such as in DT and Science.
- Uphold and promulgate the OneSchool Global UK ethos within all areas of responsibility
- Contribute to, share in and promote the wider and longer-term vision of OSG UK and OneSchool.
- To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG UK Equal Opportunity Policy
- Comply with and support the implementation of all OSG UK policies
- To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
- To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

### **PERSONAL DUTIES**

- To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
- Ensure high standards are maintained, progressed and promoted in all areas of work
- To undertake appropriate professional development and positively participate in the appraisal of own performance, undertaking training and development as required
- Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
- Attendance at staff meetings as appropriate

### **SAFEGUARDING**

OneSchool Global UK and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2020 and The Education Act, we expect all staff and volunteers to share this commitment

### **REPORTING TO**



**OneSchool**  
Global

- Reporting to Cluster Business Manager
- No direct reports or ongoing supervision to others

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### SUPPORT FOR THE ROLE

OneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.

### ISSUED BY

OneSchool Global UK

Issue date:

September 2020

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate Children's barred list check, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.



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### Person Specification

Specification	Essential	Desirable
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of caretaking / general maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Tradesperson background, experience and/or qualification</li> </ul>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>IOSH qualification</li> <li>Good literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>NEBOSH qualification</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability and experience to undertake DIY tasks</li> <li>Good communication skills written and verbal</li> <li>Good organisational skills</li> <li>Good level of skills for Microsoft packages (Word, Excel, PowerPoint etc.)</li> <li>A positive role model of professional practice and conduct of others</li> <li>Good working knowledge of heating, cooling, security and plant systems</li> <li>Working knowledge of Data Protection and Confidentiality</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>First Aid Trained</li> <li>Willingness to undertake relevant training and identify own development needs</li> <li>Committed to ongoing CPD and Professional development</li> </ul>	<p>COSHH training</p> <p>Health and Safety Training</p>
<b>Attributes and Attitudes</b>	<ul style="list-style-type: none"> <li>Flexible approach and positive attitude towards work</li> <li>Punctual and reliable</li> <li>Ability to adapt to changes in the workplace</li> </ul>	
<b>Equality, diversity and inclusion</b>	<ul style="list-style-type: none"> <li>Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Knowledge, understanding and commitment to safeguarding and promoting the welfare of students</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with students</li> </ul>	

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