

James Dixon Primary School

Learning to be the best I can

JOB DESCRIPTION

Job Title: Premises Manager

Line Manager to: Premises Team

Responsible to: Head of School

Purpose of the Job:

To be responsible for the security, maintenance and cleaning of the site

Main duties and responsibilities (Accountabilities):

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
2. Act as a designated key holder, providing out of hours and emergency access to the school site
3. Work with Trust leadership to procure quotes for routine maintenance work on school premises
4. Contribute to the management of the premises budget
5. Be responsible for other site staff including contractors for cleaning and gardening maintenance
6. Operate and regularly check systems such as fire alarms, bedlam bells, heating, cooling, lighting and security (including CCTV and alarms)
7. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
8. Arrange emergency repairs
9. Arrange regular maintenance and safety checks
10. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
11. Monitor materials and stock and/order supplies
12. Undertake general portage duties, including moving furniture and equipment within the school
13. Perform duties in line with health and safety regulations and take action where hazards are identified, manage the reporting of serious hazards
14. 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

15. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
16. Provide training on health and safety issues to other staff
17. Facilitate lettings and carry out associated tasks, in line with local agreements

Responsibility for some of the above duties will be negotiated in consultation with other members of our current highly skilled team

General accountabilities:

All staff in the school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. They must comply with any duty or requirement imposed by their line manager or statute and must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. These are specified more precisely in the school's Health and Safety Policy, copies of which are available from the Head of School.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. The nature of this role means that there will also be additional tasks and projects identified. In consultation with you, the job description may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Equal Opportunity:

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

Safeguarding Children:

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced CRB clearance.

Signed..... (Premises Manager)

Date.....

Signed..... (Head of School)

Date.....

PERSON SPECIFICATION

Title: Premises Manager

Responsible to: Head of School

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating (or sound experience of same). 	<ul style="list-style-type: none"> ● Formal Health and Safety training
Experience	<ul style="list-style-type: none"> ● Experience of working in a building / site maintenance role including forward planning and problem solving. ● Considerable DIY experience at the level of minor maintenance. ● Experience of overseeing other works i.e. contractors, cleaners etc. ● Experience of undertaking responsibility for the care and maintenance of premises. ● Experience of dealing with a variety of stakeholders in person, by email, and on the telephone. ● Experience of following purchasing and other financial procedures 	
Skills and Abilities	<ul style="list-style-type: none"> ● Ability to lead and work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines. ● Organisational capability. ● Proficient use of ICT including the use of Word and Excel software, to support good record keeping. ● Ability to use initiative in dealing with everyday problems and identify which problems should be referred to the Head of School. ● Ability to prioritise and manage workflow whilst maintaining a 	

	<p>flexible approach to respond to urgent requests.</p> <ul style="list-style-type: none"> ● Good communication skills, both written and verbal. ● Ability to understand information and to advise and liaise with others accordingly ● Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate. ● Confidence to liaise with senior staff as required. ● Willing to undertake relevant training for minibuss driver. 	
Knowledge	<ul style="list-style-type: none"> ● Working knowledge of Health and Safety procedures relating to the post. ● An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety. ● Able to recognise and deal with emergency situations. ● An understanding of lone working procedures and responsibilities. 	
Personal qualities	<ul style="list-style-type: none"> ● A willingness to undertake training and to keep knowledge up to date. ● A positive, can-do attitude 	