



Assistant School Premises Manager

Job Description

Salary Range: £21,478 - £24,110pa depending on experience, plus interrupted lunch allowance

Grade: Grade 6

Responsible to: School Premises Manager

Working pattern: 37hrs per week, all year round to be worked on an alternating shift rota pattern

Main purpose:

To support the Premises Manager in the management of school property and premises. Working under the direction of the Premises Manager (deputising in his/her absence) and in conjunction with the School Business Manager as necessary on caretaking and site management issues. Contribute to the supervision of cleaning activities and staff in the school and undertake caretaking duties. Mindful of the security of the school premises. Assisting in the maintenance of plant and equipment in the school as well as the internal and external fabric of the premises as a safe working environment.

Principal Duties & Responsibilities

The following responsibilities provide a broad indication of the scope of the role:

- Deputise for the Premises Manager when they are not present.
- Take a share in the responsibility for ensuring the security of buildings, site and resources.
- Act as a designated key holder, providing out of hours and emergency access following initial assessment by a contracted 1st response key holder service in the absence of the Premises Manager.
- Respond to premises and minibus issues reported via the Trust's online helpdesk system.
- Take a proactive approach to identifying and actioning tasks that you notice in the course of other works around the site.
- Carry out first line repairs and maintenance within the scope of competence.
- Undertake and document regular health & safety and other routine checks as prompted by the Trust's online premises management system.
- Responsible for recording any necessary follow up action after checks and inspections undertaken.
- To deputise in supervision of the cleaning staff with the Premises Manager and Cleaning Supervisor.

- Take a share of responsibility for contractors while on site and ensuring work is completed to the required standard, co-ordinating projects where required.
- To deputise for the Premises Manager in the operation and management of systems including heating, cooling, lighting, security (including CCTV) and fire safety.
- Work as part of a team on an alternating rota of early and late shifts during term time (currently 7am – 3pm and 10:45am – 6:45pm respectively) covering unlocking the site on early shift and securing it when on late shift.
- Undertake caretaking aspects of the role during term time (including but not limited to: portage, lunch setup/ clearing away, emergency cleaning; internal event preparation).
- Contribute to minibus maintenance and routine checks, including purchasing fuel using a Trust fuel card.
- Additional hours of work necessary for school events (such as open evenings; parent evenings; play & events) shared between members of the Premises Team. Overtime rates apply.
- Any other duty or responsibility relevant to the role and appropriate to the grade of the appointment.

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

SUPERVISION

The post holder will work in some part on his/ her initiative within the framework of the Trust's premises management system as directed by the Premises Manager and in conjunction with input from the School Business Manager or Head Teacher in relation to school needs.

JOB CONTEXT

The post holder will be based at a designated school within Endeavour MAT but will be part of a MAT wide premises team and may be asked to work at alternate sites depending on the needs of the Trust and schools the within it.

Working hours during school closure days and school holidays will vary according to need of access and mutual desirability such as to ensure core site opening hours of 8am – 4pm.

PHYSICAL EFFORT

Moving and carrying furniture and other equipment e.g. desks, tables, chairs, DIY equipment such as ladders, delivery from reception to the relevant location will be necessary.

WORKING ENVIRONMENT

Some of the work may need to be undertaken outside such as repairs, security or safety checks in inclement weather.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the overall context of the job, skills and grade.

Assistant School Premises Manager - Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

Knowledge	<ul style="list-style-type: none"> Working knowledge of common ICT applications, (e.g. Microsoft Outlook, Word and Excel, etc). 	Essential
	<ul style="list-style-type: none"> Good verbal and written communications skills, liaising with students, parents, staff, contractors. 	Essential
	<ul style="list-style-type: none"> A commitment to safeguarding children. 	Essential
	<ul style="list-style-type: none"> Ability to carry out a range of practical/DIY tasks Ability to oversee contractors and supervise others 	Essential Desirable
Qualifications & Experience	<ul style="list-style-type: none"> Good level of education with a minimum of GCSE Maths and English. 	Essential
	<ul style="list-style-type: none"> Clean driving licence (and willingness to undertake minibus driver training). 	Essential
	<ul style="list-style-type: none"> Current First Aid certificate (or willingness to become qualified) . 	Desirable
	<ul style="list-style-type: none"> Experience of working in a school setting. 	Desirable
Skills & Abilities	<ul style="list-style-type: none"> Reliable and trustworthy with excellent time keeping. 	Essential
	<ul style="list-style-type: none"> Ability to build a good rapport and to communicate effectively with school staff, students and parents. 	Essential
	<ul style="list-style-type: none"> Well organised with excellent attention to detail. 	Essential
	<ul style="list-style-type: none"> Confident in checking and verifying information. 	Essential
	<ul style="list-style-type: none"> Able to prioritise own workload to achieve deadlines. 	Essential
	<ul style="list-style-type: none"> Ability to accept guidance and direction from other staff. 	Essential
	<ul style="list-style-type: none"> Experience of, or empathy with, working in a multicultural environment. 	Essential
	<ul style="list-style-type: none"> Commitment to Safeguarding, and the well-being and safety of students. 	Essential
	<ul style="list-style-type: none"> Willingness to participate in further training and developmental opportunities to further knowledge. 	Essential

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

School-based roles are exempt from the Rehabilitation of Offenders Act 1974 but you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Shortlisted candidates will be asked to self-declare any information that would make them unsuitable to work with children.

All offers of employment are subject to an Enhanced DBS check.