

## **Job Description – Premises Manager**

**Salary / grade:** LPT-8

**Hours:** 36 hours per week, 52 weeks per year

**Contract type:** Full-time

**Responsible to:** School Business Manager

**Responsible for:** Caretaking team (3 people)

### **Main purpose**

To be responsible for all matters relating to the satisfactory and safe operation of the school's buildings, grounds and equipment and to oversee all major capital projects.

To ensure that all statutory testing is undertaken and appropriate records maintained on Every so the school is fully compliant and best practice is undertaken.

To direct the premises team and to take the lead role in managing outsourced contracts relating to site management, including the cleaning, refuse collection, grounds maintenance and fire alarm / security contracts.

To ensure that all purchased supplies and services deliver value for money.

The job holder is responsible for the operational approach to premises management, including developing and delivering 1, 3 and 5 year plans for development.

Responsible for the general safety and overall appearance of the site, ensuring that all health and safety requirements are met, managing substantial annual revenue and capital budgets and for day-to-day decision making on site and building matters.

### **Organisational Relationship:**

Line managed by: School Business Manager

Direct reports: Manages all premises staff on a day to day basis ensuring workload is fairly distributed and checked, and all staffing issues are properly addressed, to include staff annual performance reviews in conjunction with SBM.

Budgetary responsibility: Working with the SBM as appropriate to manage specific capital project budgets (dependent on project scope and capital funding allocations) and manage the annual premises maintenance budgets.

### **Duties and responsibilities**

- *Capital Project Management*

In conjunction with the Business Manager and with input from the School Development Plan, site Masterplan, school improvement needs and condition surveys, develop and implement a rolling programme of major works to improve the school's facilities.

- Contribute to the initial development of requirements, the preparation of tender documentation and the selection of contractors.
- Manage the delivery of all major projects from pre-start meetings, day-to-day management of contractors and the completion/hand-over of finished works.
- Ensure that all statutory requirements such as planning permission, CDM and building control regulations are met.

- *Site Maintenance*

Supervise the maintenance of the buildings and site to agreed standards and cost effectiveness.

- Manage the Premises team and establish and monitor procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary supplies.
- Oversee and quality assure the work, methods and training of the caretaking team, to ensure effective use of resources and site standards are met.
- Ensure that maintenance and repairs schedules are developed and implemented.
- Report to the Business Manager on resourcing needs in respect of maintenance, security and enhancement of premises to ensure that annual budgetary provision is made.
- Liaise with and monitor the work of contractors engaged by the school to ensure specified standards are achieved.
- Monitor standards of cleaning provided by the contract cleaning staff, raising any issues with the site supervisor / main contractor as appropriate to ensure improved performance.
- Provide monitoring reports to the SBM, Headteacher and LPAT Premises team as required on relevant premises matters.

### *Health & Safety*

- Fulfil the schools' health, safety and safeguarding responsibilities as delegated by the Headteacher.
- Help develop, regularly review and ensure adherence to school health & safety policies, site-related risk assessments, emergency plans and business continuity plans.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Identify, organise and report on all statutory inspections, follow-up actions and recommended maintenance for the site facilities and equipment. Ensure all is logged on Every.
- Ensure that the school has a fire risk assessment and that relevant follow-up works and procedures are in place to minimise risks.
- Have responsibility for the management of asbestos within the school, ensuring that procedures are adhered to for all staff, visitors and contractors.
- Ensure that there is a clear system in place to identify, prioritise, resolve and/or mitigate any H&S or premises issues.
- Working with the SBM, ensure that staff, visitors and contractors are aware of relevant legislation which is fed into health & safety policies and procedures and are appropriately trained for their roles within school.
- Promote and safeguard the welfare of children and young people who you have responsibility for or come in to contact with, including ensuring that all contractors are aware of the school's procedures and have appropriate checks in place.
- Ensure that all premises staff receive appropriate training to fulfil their role safely.

### *Site Security*

Maintain the security of the school site and buildings.

- Ensure that the school's security systems, including the intruder and fire alarms, CCTV and Maglock systems, lightening protection and the emergency lighting system are maintained in a fully operative condition. Arrange all statutory testing, maintaining records as required.
- In the event of a fire alarm activation during school hours, attend the fire panel in Reception and direct the Caretaking team in investigating the cause of the activation; if a fire is confirmed, liaise with the Fire Brigade following their arrival on site.

- Establish a caretaking rota for the opening and closing of the school, lettings outside school hours (in conjunction with the Sports Centre Manager) and responding to call-outs as necessary.
- *Value for Money*

Contribute to the Governing Body's objectives of achieving improved value for money in the management of the buildings and site.

  - Manage, schedule, and monitor the use of heating, lighting and other mains services to all areas of the site.
  - To demonstrate value for money, ensure that all purchased supplies and services are procured in line with the Trust's finance policy, obtaining quotations and undertaking tendering as required.
  - Advise the Business Manager of ways in which efficiency can be improved / cost savings achieved.
- *Portering*

Direct the provision of a portering and furniture moving service to ensure supplies are in place and school activities can proceed unhindered.

  - Through oversight of the caretaking team ensure that effective arrangements are in place for receiving and distributing deliveries of goods around the site.
  - Ensure that due attention is paid to manual handling safe practices and that all premises staff are appropriately trained.
- *General*

Undertake other tasks/duties as directed by the Principal that are commensurate with the responsibilities of a Premises Manager.

**Duties for all**

- To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others
- To have regard and comply with safeguarding policy and procedure as appropriate

**General**

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Fullbrook will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect changes in the job which are commensurate with the salary and job title.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I agree that I am able to perform the essential job functions as outlined.

**Postholder's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Postholder's name:** \_\_\_\_\_

**Job title: Premises Manager**

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Qualifications and knowledge	Essential	Desirable
Good standard of education – including GCSEs in English and Maths at grade C+.	✓	
Recognised training/qualifications associated with premises management.		✓
Thorough knowledge of building maintenance works, including fabric and internal systems such as heating, plumbing and electrical.	✓	
Knowledge of contract specification and tendering procedures.		✓
Good working knowledge of Excel and Word.	✓	
Health & Safety qualifications		✓
Skills	Essential	Desirable
Demonstrate effective verbal and written communication skills.	✓	
Calm and adaptable with an ability to work within a flexible and busy environment.	✓	
Good interpersonal skills with the ability to liaise effectively with other staff.	✓	
Good listening skills to ensure swift understanding of instructions which may be delivered briefly and at speed	✓	
Ability to manage own workload and time.	✓	
Able to evaluate own developmental needs and seek learning opportunities to address them.	✓	
Ability to respond flexibly and adapt to changing and challenging circumstances.	✓	
Experience	Essential	Desirable
Recent experience relevant to the post, ideally in a school or similar setting.	✓	
Experience of supervising staff.	✓	
Other requirements	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to the importance of education for all children.	✓	
Dedication and commitment to the role and the School.	✓	
Personal presence, confidence, patience, sensitivity and maturity of approach.	✓	

Training can be provided on specialist areas of the role, including the promotion of safe working practices.