

Job Description: Premises Manager

Responsible to: Head Teacher

Salary: £29k to £34k depending on experience

Contract type: Permanent

Hours: 37 hours per week/ 52 weeks per year

Location: Denton Island, Newhaven, East Sussex, BN9 9BA

(Ideal shift pattern to cover opening and closing of site – 7am to 10:30am and 2:30pm to 6pm)

Main purpose of the job:

To be responsible for the maintenance, security and cleanliness of the school premises & site. Represent the school in dealing with contractors & suppliers involved in the repair and upkeep of the building and site and be responsible for the school premises when they are used for external lettings.

Major Duties and Responsibilities:

1. Manage and carry out security operations of the premises including buildings, grounds, cleaning equipment, heating plant, primary key holder, locking & unlocking, security alarms, fire, flood, trespass and burglary ensuring procedures are in place.
2. Operate the heating and other systems.
3. Deal with contracts associated with the maintenance of buildings, grounds, electrical, P.E equipment, firefighting, security equipment and the purchase of supplies, including documentation, reports to Governors and liaising with the Trust and consultancy staff.
4. Ensure that the premises, furnishings and site are clean and safe in accordance with specifications including managing the cleaning materials budget, cleaning

Chief Executive: Mrs Sam Parrett CBE, FCIPD MSc

London South East Academies Trust – Company number 09028122

Bromley Campus, Rookery Lane Bromley BR2 8HE

Tel: 020 8295 7000

Website: www.lseat.org.uk

specified areas, maintaining cleaning equipment and overseeing the work of contractors or directly employed cleaners.

5. Make minor or temporary repairs to furniture, fabric, and equipment, arrange other repair requirements, direct contractors and log all repairs.
6. Liaise with outside agencies regarding major and minor works and improvements, managing closed periods to ensure works are achieved on time and to budget.
7. Ensure that Health & Safety procedures are followed especially by contractors working on site in respect of their own, staff and pupils safety, such as following asbestos guidance, safe use of ladders, use of tools in the school working day.
8. Ensure that the premises and grounds are maintained in a safe and healthy condition including the maintenance of fire and other safety equipment and monitoring of fire safety precautions, safe storage of potentially harmful substances and equipment, ensuring a litter free environment and salting and gritting when needed.
9. Emergency cleaning necessary outside the cleaner's hours, including the clearance of spills of bodily fluids using safe methods for cleaning.
10. Managing the site during the closed periods, organising works to be done during this time.
11. Assisting the Trust to prepare the premises development plan, identifying work needed to maintain and improve the school site.
12. Responsible for ensuring appropriate facilities are in place for school events such as Governors meetings or PTA.
13. Managing traffic movement on the school site, organising the separation of vehicles and people, ensuring the safety of pupils.
14. Managing the school minibuses, keeping refueled, organising servicing, organising booking system, maintaining in sound working condition and driving when required.

Chief Executive: Mrs Sam Parrett CBE, FCIPD MSc

London South East Academies Trust – Company number 09028122

Bromley Campus, Rookery Lane Bromley BR2 8HE

Tel: 020 8295 7000

Website: www.lseat.org.uk

15. Move stores, furniture, stationary, deliveries and rubbish etc.
16. Other duties as appropriate to the grade and as requested by the Headteacher, Head of School Senior Leadership Team or School Business Manager.
17. Nominated primary key holder

JOB ACTIVITIES:

- A wide range of practical skills and creativity exercised in making minor and temporary repairs.
- Interpersonal skills to protect the school's interests in dealing with cleaners, contractors and other visitors to the site.
- Makes judgements and recommends priorities and strategies for the upkeep of the premises and grounds
- Uses written and numerate skills in budget management, documentation of contracts, reports for Headteacher and Governors Etc.
- Carries out hard physical work in external and sometimes unpleasant environment.
- Statutory Maintenance Activities (in-house tasks) completion that each site needs to complete
- Minor works, small refurbishment projects or cyclical maintenance projects completion that each site needs to complete
- Managing Contractors
- Purchasing of Services, Equipment, Fixtures and Fittings

Chief Executive: Mrs Sam Parrett CBE, FCIPD MSc

London South East Academies Trust – Company number 09028122

Bromley Campus, Rookery Lane Bromley BR2 8HE

Tel: 020 8295 7000

Website: www.lseat.org.uk

General

The scope of this profile reflects the needs of East Sussex Academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the East Sussex Academy change over time.

This post might require a flexible working pattern as necessary to ensure that the service is fully accessible according to premises opening hours and any special requirement including pre-booked lettings. The post holder might be required to work split shifts between 7am and 6.00pm Monday night Friday. Exceptional circumstances may necessitate being in attendance outside of these hours. Annual leave will be restricted to periods of school closure. In addition the post holder is required to hold an Enhanced DBS.

Chief Executive: Mrs Sam Parrett CBE, FCIPD MSc

London South East Academies Trust – Company number 09028122

Bromley Campus, Rookery Lane Bromley BR2 8HE

Tel: 020 8295 7000

Website: www.lseat.org.uk

Caretaker Person Specification

Essential person specifications	Desirable person specifications
Good numeracy & literacy – NVQ level 2 or equivalent.	
ICT skills to ensure effective monitoring systems	Willingness to learn new applications.
Full clean driving licence, willingness to take minibus test	
Understanding of supporting pupils & staff, safety, wellbeing and safeguarding in relation to premises safety, premises access, contractor use, lighting, heating, fire safety, mini-bus use.	
Ability to work in an appropriate manner with pupils with a range of learning difficulties and parents/carers from a range of backgrounds.	
To be proactive and reactive in organisation of workload to meet deadlines & demonstrating flexibility.	
To have basic maintenance skills across a wide range of aspects and to put them to good use in a purposeful and creative way.	
Good and effective communication necessary to work with a range of personnel.	

Knowledge of maintaining and monitoring a range of systems to ensure the smooth running of the school.	
Worked as a Handyman or someone with solid experience of conducting maintenance and caretaking duties.	
“Ability to use tablets, PCs”.	
“Out of hours working”	
Continuous professional development on both mandatory and development type trainings as required by the Group.	