

Premises Manager Job Description

Responsible to: Headteacher, Head of School

Responsible for: Supervision of Assistant caretaker, Lettings users, contractors

Functional links with: Staff, pupils, contractors, suppliers, LA officers, building consultants, lettings organisers, Governors

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 system
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 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 SLT to prepare the premises development plan, identifying work needed to maintain and improve the school site.

12. Responsible for ensuring caretaking cover 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 refuelled, organising servicing, organising booking system, maintaining in sound working condition and driving when required.
15. Move stores, furniture, milk, laundry and rubbish etc. events
16. Other duties as appropriate to the grade and as requested by the Headteacher, Head of School, Deputy 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.

SIGNED BY

Post holder:

**Print
Name:**

Date:

Line Manager:

**Print
Name:**

Date:

Site Manager 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	Midas 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	
Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation Ability to listen to customers and understand their needs. Ability to tailor your approach to each conversation to be appropriate to the customer, responding clearly with fine shades of meaning, even in complex situations.	
Worked as a Handyperson 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	