

JOB DESCRIPTION

Post Title: Premises Manager	Post No.	Grade: £34062.00
Responsible to: PA to the Executive Headteacher		

Main Purpose of the Job

To provide a property management and security service to the school. To plan, co-ordinate and implement inspection, maintenance and repairs to the School Building and Grounds. Liaise with Contractors to ensure that the highest standards of Service Delivery are maintained. To be responsible for the Health and Safety of the Site and ensure the security of the school premises. Maintain any machinery or plant within the school. Maintain the internal and external fabric of the school premises as a safe and secure working environment.

Qualifications and Experience

1. Hold recognised training/qualifications associated with premises management, e.g. HSE approved competent Person' qualification
2. Significant experience or skills in a trade
3. The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc.
4. The ability to operate and understand electrical/mechanical systems
5. Risk Assessment experience/qualification
6. Competent at basic building repairs and maintenance
7. To be able to use small industrial, electrical and mechanical equipment

Main Duties, Responsibilities and Management

- To Co-ordinate and implement routine inspections and repairs of the School buildings, equipment and external environment, including annual, monthly, weekly and daily inspections
- Investigate reported site issues, provide possible solutions and initiate repair / maintenance, discussing with the Executive Headteacher and PA to the Executive Headteacher
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
- Inspect outside internal and external fabric of the school including equipment and report and/or repair defects as appropriate

- Manage, supervise and monitor any facility or building contractors undertaking work on the school's premises Ensure that any issues with contractors are promptly followed up
- Manage the external grounds contractors, ensuring that they are maintained to the required standard and making recommendations for improvement to the Executive Headteacher
- To monitor the performance of the cleaning contractor and liaise with the Contract manager to ensure a clean, tidy and well maintained school environment
- Plan and manage all requests for works and preparations for School events such as assemblies, meetings, workshops and INSET. Record all requests in the Premises Manager Log Book and ensure that they are actioned in a timely manner
- To have overall responsibility for the annual Health and Safety audit, ensure that routine Health and Safety checks are carried out including inspections of the site and portable electrical equipment
- To carry out and record the necessary water risk assessment checks, and coordinate up to date surveys.
- Ensure that the school's Annual Building Inspection Plan is kept up to date and that the premises are fit for purpose
- Ensure that any repairs are carried out in a timely way, report any defects.
- Conduct weekly inspections of Internal and External Play Equipment, carrying out any repairs to ensure that it is safe for children to use
- Arrange Annual Play Inspections and implement any recommendations as appropriate
- Advise SLT on all health and safety matters which require attention
- Ensure that health and safety regulations are complied with, regularly reviewing the school's procedures and ensuring that they are compliant
- Manage the safe opening and closing school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services
- Consult with Executive Headteacher/PA to the Executive Headteacher for Premises cover arrangements for lettings and out of school hour's functions
- Have overall responsibility for ensuring that the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed. Record all weekly checks of fire alarms, call points, fire doors, fire extinguishers and emergency lighting
- To be the principle registered Key Holder, attend/arrange cover for call outs and taking appropriate action

General Duties

- Ensure all bursts, leaks, flooding, fires, electrical, gas emergencies and breakages are dealt with promptly and safely as appropriate
- Receive school deliveries and move supplies to various parts of the building as appropriate. Remove furniture and equipment in accordance with the school's procedures

- To manage and operate the heating and ventilation systems, ensuring that they are maintained to the correct standard including setting and checking automated systems and time clock
- Ensure that the premises are kept free from pests and vermin, liaising with external companies as appropriate
- Check, order and replenish cleaning consumables including toilet paper, soap and hand towels in all the toilets, staffroom and other areas as required
- Establish and implement a key identification system for access to all school areas
- To maintain the school's equipment and plant inventory using the school's Parago software system

Person Specification

1. Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
2. Ability to adapt to changing and conflicting demands
3. Ability to be flexible and work as part of a team or individually as required
4. Ability to demonstrate an understanding of SEMH children
5. Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies
6. Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely