

JOB DESCRIPTION

POSITION	Premises Manager
SCHOOL	
RESPONSIBLE TO	School Business Manager/Headteacher
GRADE	S01 (Responsibility for Contract or Direct Cleaning staff and Premises Management staff) (No more than 5 staff)

PURPOSE OF THE POST

- To ensure the security, care and availability of the educational premises and its furniture, fittings and equipment;
- to ensure the physical environment of the premises is satisfactory for users;
- to promote the efficient use of the school's assets to support the educational objectives of the establishment and the activities of other site users.

The school requires the premises manager to provide one hour per day every day of contractual overtime in order to provide locking up duties between 7pm and 8pm at the agreed rate.

MAIN DUTIES

MAINTENANCE

1. To be responsible for maintaining constant awareness of the physical condition of the building, furniture, fittings and equipment and where appropriate repairing/reporting defects or requisitioning work for repair, including authorising invoices for payment in accordance with financial regulations.
2. To undertake maintenance and repairs to the premises within the scope of a competent handyperson.
3. To complete and or review all statutory testing requirements.
4. To assist in the provision of a safe and healthy environment for all site users. Where delegated to do so by the Head of Establishment, undertake duties as a Safety Liaison Officer in particular with respect to fire safety.
5. To assist in the efficient operation of the establishment's heating system; monitoring the use of the heating and lighting system and promoting cost consciousness and energy conservation within the establishment.

6. To carry out internal and external cleaning of certain defined areas as directed by the Line Manager, including where applicable: grounds and play areas, external toilets, internal glass, walls, removal of graffiti and undertaking defined holiday cleaning duties.
7. To carry out emergency cleaning duties where necessary, and/or as directed.
8. To undertake general portorage duties as required and particularly the provision of furniture and other equipment for timetabled activities to meet the needs of premises users, without continued direction.
9. To provide and replenish toilet paper, toilet soap, sanitary requirements, hand towels and other drying facilities (but not internal toilet cleaning, except in emergency situations).
10. To maintain operation of the premises miscellaneous duties of a practical nature as circumstances demand, at the request of your line Manager.
11. To be responsible for checking stores/equipment deliveries against invoices/delivery notes and portorage duties to ensure they are correctly stored/distributed.

MANAGEMENT

1. To plan and prioritise own work and that of your staff according to the needs of the site as determined by the Business Manager, Bursar Deputy Headteacher or Headteacher. This will include providing the line Manager in advance with a weekly log of main tasks to be performed during the forthcoming week and providing/maintaining any other necessary records.
2. To be responsible for monitoring the quality of the service provided by the contractor(s) according to the standards set out in the contract specification and any additional standards given for the individual site, where delegated to do so under the direction of the by the Business Manager, Bursar Deputy Headteacher or Headteacher.
3. To be responsible for checking stores/equipment deliveries against invoices/delivery notes and portorage duties to ensure they are correctly stored/distributed.
4. To maintain as necessary, records of out of school hours use of the premises in accordance with Local Management provisions and otherwise promote usage of the premises in accordance with the policy of the Governing Body.
5. To liaise with the Line Manager/Contractor/Council staff (as necessary) to ensure that any deficiencies in the cleaning service provided by the contractor are reported to the appropriate person. **Currently not required.**
6. To be responsible for collecting, checking and verifying time sheets, authorisation of annual leave and keeping other necessary records on the attendance and performance of premises and cleaning staff.
7. To plan, prioritise, allocate, manage and supervise the work of other premises staff. To prepare the duty rota's for premises staff, ensure premises are adequately covered when open and ensuring holiday periods and other absences are adequately covered.
8. To be responsible as first line supervisor for initial discipline of other premises staff including issue of verbal warnings and preparation of reports for further formal disciplinary action.

FINANCE

1. To work with the SBM to obtain estimates monitor and report the operating costs of the premises and associated resources as directed.

SECURITY

1. To ensure the security of the site and its contents and the provision of access and exit to the site and buildings for authorised persons.

PERSONAL RESPONSIBILITIES

1. To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Legislation.
2. To take responsibility for safeguarding and promoting the welfare of children.
3. To undertake training as appropriate.
4. To undertake other duties appropriate to the post that may reasonably be required from time to time.
5. At all times to carry out the responsibilities of the post with due regard to the Council's Equal Opportunities policy.
6. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
7. To carry out general portorage duties as required and particularly the provision of furniture and other equipment to meet the needs of premises users for timetabled activities without continued instruction.

Signed: _____

Date: _____

PERSON SPECIFICATION

JOB TITLE Premises Manager

GRADE Range Grade S01

SCHOOL

CRITERIA

ESSENTIAL CRITERIA

- E.1. Some relevant experience of buildings and asset management
- E.2. Some relevant experience of staff supervision.
- E.3. Knowledge of asbestos management
- E.4. Knowledge of cleaning practices.
- E.5. Health and Safety qualification or caretaking qualification, such as NVQ/SVQ in Cleaning and Support Services (Level 2 in Caretaking). NEBOSH Diploma (or equivalent) or Registered Safety Practitioner status
- E.6. Good communication skills (both written and verbal)
- E.7. Ability to plan and monitor expenditure within a budget and to obtain estimates
- E.8. Ability to work effectively with a wide range of people, including the Headteacher, other school staff, students, parents, other agencies and the local community
- E.9. Knowledge of the legislation specific to health and safety and related issues
- E.10. Understanding of building maintenance requirements and the ability to undertake minor repairs
- E.11. Ability to implement adequate security arrangements
- E.12. Ability to provide data for computerised asset management systems
- E.13. Ability to prioritise own workload and that of staff in line with the job description.