



Premises Manager Job Description

Reports to:	School Business Manager
Start date:	ASAP
Salary:	Grade H, points 15 - 17
Contract type:	Permanent

The Role:

To manage the upkeep and have an oversight of the school site and line management of site staff and contract cleaning staff.

Key responsibilities:

Under the direction of the School Business Manager, the school Premises Manager is responsible for the day to day, medium and long-term maintenance, so as to provide an appropriate safe and secure environment for the education of students and the safe, comfortable and effective work of all the staff, members of the school Stakeholders, contractors and other visitors.

The Site Manager will be responsible for prioritising their daily work, managing their time effectively and be accountable for decisions taken within delegated authority.

- Manages the operation of the buildings helpdesk, used by all staff to ensure requests are dealt with promptly and staff are kept informed by email of progress of work.
- Facilitates all regular maintenance contracts for the school site, e.g. boilers, legionella, fire extinguishers. Liaising with contractors, organising checks, filing and maintaining written reports and records
- Line manage the work of site and cleaning staff, including direct supervision and performance management
- Maintains the school property – including general electrical/plumbing, carpentry, heating and boiler repairs and calling external contractors as required.
- Maintaining school's minibuses
- Interviews, appoints and appraises site staff for the school. To include cleaning staff if present arrangement of external contractor changes and cleaning staff become in-house
- Trains site staff (cleaning staff if required) in COSHH, manual handling, health and safety dress and footwear, fire drill and emergency procedures
- PAT testing – manages and carries out annual checks of all portable appliances on site (not including cleaning equipment at present). Including all portable appliances that staff occasionally bring onto the school site. Ensure all equipment is marked, dated and an accurate record of the testing is maintained. Remind all staff regularly of the requirement for this to take place



- Monitors hours worked by site and cleaning staff and ensures compliance by contractors.
- Arranges and schedules deep cleaning during holiday periods
- Facilitates the work of external contractors by providing site access, knowledge of existing services, and other school requirements.
- Is on-call to supervise emergency spillages, cleaning, drive students in minibus and test school equipment when requested

Responsibilities in addition to above:

Buildings:

- To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with approved contractors.
- Liaise with all staff requests for premises related work via the Helpdesk and email system.
- Empty all exterior rubbish bins as required
- Ensure the site is kept clear of litter. Assistance will be provided as required.
- To undertake the efficient operation of the heating system, ensuring its good working order and comfortable working temperature for all staff, taking into account weather conditions/holidays/value for money.
- To record and monitor gas/electricity/water meter readings monthly and as required.
- To take deliveries of stores, materials and other goods and to undertake portage duties as required (including moving furniture, equipment etc).
- Set up of main hall for assemblies, exams, events and lettings as required.
- Attend site meetings as required.
- Assist SBM with major premises works, liaising with contractors as required.

Health and Safety:

- Complete visual and written monthly check for fire health and safety.
- Complete visual and written weekly check for health and safety.
- Maintain records and undertake regular checks as specified in the School's Fire Log Book e.g. weekly testing of fire alarms, monthly testing of emergency lighting
- Visually monitor the condition of fire extinguishers, check they are regularly serviced and in good condition.
- Immediately locate source of alarm and report to SBM during emergency evacuation procedures. Silence alarm/correct fault/contact and/or liaise with contractor as required.
- Ensure during inclement weather that access roads, pavements, steps and playgrounds are safe for use at all times. Liaise with contractors as required to clear access roads e.g. Grounds Maintenance
- Make safe and clear any emergency spillages, floods, sickness, soiling of toilets etc



Security:

- Act as a key holder for the site, ensuring security at all times, including the operation and maintenance of the alarms.
- To be available for call-out when required.
- Manage unlocking/locking/alarming of the school premises
- To liaise with the Office Manager to keep a record of members of the school community that may have access to the school. e.g. keys, forbs, swipe cards etc.
- To work with the SBM to ensure that all visitors and new members of staff are given a proper induction into the school's fire and safety procedures.
- To supervise and direct parents and staff where necessary especially when we have open days or events in the school.

Lettings:

- Liaise with hirers re opening/locking/alarming the premises, including any requirements during the summer holidays.
- Keep accurate records of lettings to pass to SBM for invoicing.

Minibuses:

- Minibus driving as required. Conducting minibus checks and signing log before every journey in minibus and reporting to SBM if these are not being carried out by other staff driving the minibuses.
- Organising and managing 13 week checks/MOT and servicing.
- Checking and filling up with fuel.
- Liaising with Wiltshire Council Passenger Transport when checks are carried out.
- Reporting any defects immediately to the SBM.

Other:

- Organise, plan and manage any premises work to be undertaken during the holiday period. This may include decoration, maintenance of equipment, general repairs, and electrical repairs.
- Painting of classrooms/corridors/picnic tables during school holidays and as required



Premises Manager Person Specification

Skills and Abilities	Essential	Desirable	Assessed By
Ability to work independently and lead	√		Application & interview
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Ability to communicate and interact effectively with adult's children and young people	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to apply basic ICT skills to the needs of the job	√		Interview
Displays commitment to the protection and safeguarding of children and young people	√		Application & interview
Willingness and motivation to develop own skills and work towards professional training qualifications	√		Interview
The know-how to assess and carry out minor repairs and maintenance independently and commission experts where required.	√		Application & interview
Relevant certification of practical skills and knowledge		√	Application

Qualifications and experience			
GCSE at level A – C in English and mathematics or equivalent		√	Application
Certification of relevant health and safety training or a willingness to attend		√	Application



appropriate Health and Safety training			
Considerable, demonstrable experience of high quality maintenance, site/facilities management and health and safety	√		Application & interview
Willingness to successfully complete the range of training relevant to the job		√	Interview
Willingness and motivation to develop own skills and work towards professional training qualifications		√	Interview
Relevant certification of practical skills and knowledge	√		Application
Knowledge			
An understanding of health, safety and security issues and relevant legislation affecting schools	√		Interview
The know-how to assess and carry out minor repairs and maintenance	√		Application & interview
A thorough practically based understanding of premises maintenance issues	√		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	√		Application & interview