



## JOB DESCRIPTION

### Premises Manager

#### Salary and Hours

**Salary:** **Grade 5 Point 15 to 22**  
**£22,911 to £26,317**

**Hours:** **37 hours per week**

**Other considerations:** **A flexible approach to working hours is essential for this position. Hours of work are usually on a shift pattern between the hours of 6am and 10pm Monday to Friday.**

**Lettings:** **Unattended weekend lettings on a rota basis – subject to a maximum fixed rate of pay.**

#### Role Description

Responsible to: School Business Manager

Responsible for: Premises Officers

#### Job Responsibilities:

The Premises Manager will be responsible for all matters relating to the site and buildings ensuring the provision of efficient and effective facilities management: ensuring that the security and appearance of the school and its working environment are maintained in accordance with the high standards set.

With keyholder responsibilities the post will manage the security, maintenance and operation of all school premises, including the supervision of the caretaking/premises staff.

The following job responsibilities are embraced within the overall remit of the post, the total workload carried out by the will be determined by the working week and priorities set by the School Business Manager. The post holder will be expected to assist the School Business Manager with determining strategies relating to the site and buildings and to take full responsibility for implementing these in order to achieve the highest possible standards of maintenance.

#### Management & Deployment of Staff

1. Leading, managing and monitoring of premises staff with keyholder responsibilities including determining shifts, holiday rotas, weekend and evening lettings and planning of their day to day workload, ensuring the maintenance of high standards.
2. To ensure that at least one member of the premises team is in attendance at all times the school is open.

3. Discuss and determine the premises team's development, training needs and performance management with the School Business Manager and conduct performance reviews as required.
4. Ensuring cleaning, including cleaning under the Cleaning Contact service level agreement is carried out to high standards, liaising with the contract supervisor and reporting any problems to the School Business Manager.
5. Ensuring that the grounds maintenance under the service level agreement is carried out to high standards, reporting any problems direct to the School Business Manager.

### **Planning & Development**

1. In consultation with the School Business Manager, determine medium and long term strategies for building maintenance work, building works, and care of the school environment.
2. Undertaking regular inspections of the school site, buildings and plant including furniture to identify defects and initiate appropriate corrective actions.
3. To prioritise and operate within the budget set by the School Business Manager.
4. Weekly meeting with the School Business Manager reporting and updating on the site and building.
5. Responsibility for day to day maintenance of the building.
6. Liaising with contractors to carry out work on site – raising orders, quality control, and approval of invoices for receipt of goods/services.
7. Management of contractors working on the school site.
8. To co-ordinate and monitor refurbishment works within school as directed by the School Business Manager.
9. To investigate ways of saving building maintenance funding, in order to extend levels of maintenance/refurbishment.

### **Management of Site & Resources**

1. The post holder will ensure that the school mini-bus is serviced and maintained and that it is kept in a clean and tidy condition. This includes managing the booking in and out to school staff and ensuring they hold the appropriate category of licence.
2. The security of the premises and contents.
3. The locking and unlocking of the premises.
4. Responding to intruder alarms. Liaising with alarm company/monitoring station and police as necessary.
5. Boarding up and making secure the building following vandalism or other damage.
6. Ensure good housekeeping and carry out repairs and appropriate action where necessary.
7. To record all deliveries and maintain adequate stock records.
8. Replacing consumable items and carrying out routine stock checks.
9. Responsibility for maintenance and operation of plant on site.

10. Available to attend in cases of emergency outside the working week e.g. intruders, fire, floods and co-ordinate and implement the schools policy and procedures for emergency cover.
11. Ensure that appropriate maintenance checks are carried out and remedial actions taken e.g. boiler plant, gas, fire equipment, electrical checks, etc.
12. Manage the efficient provision of heating and lighting of the premises.

### **Health & Safety**

1. To take responsibility in ensuring that the school's Health & Safety policies and procedures are adhered to at all times.
2. To carry out risk assessments including Fire, Legionella Water Testing and any other risk assessment deemed necessary and take action as appropriate.
3. Ensure contractors are familiar with the school's Health & Safety requirements and have completed the relevant 'Site Induction Form'.
4. Review CCTV footage as required.
5. Using and monitoring the 'Building Management System' (Software) which controls the heating, hot water, domestic fans, air conditioning and door access.
6. Using and monitoring the 'Window Master' (Software) which controls the opening and closing of windows.
7. Monitor the general Health & Safety of the building, identifying maintenance issues and seek appropriate corrective action.
8. Ensure safe disposal of clinical waste.
9. Ensure legally required records are completed weekly i.e. fire log book, legionella records.

### **Janitorial & Cleaning Provision**

1. Handyperson duties including but not limited to: securing screws, hinges, door furniture, locks, minor repairs, painting, glazing, boarding windows, changing bulbs, fluorescent tubes and starters, cleaning and replacing light diffusers, unblocking sinks and drains, water tests and utility meter readings. This list is not exhaustive and includes all repairs and maintenance that do not require the services of a skilled craftsman and which are not covered by a service or maintenance contract.
2. To carry out routine maintenance tasks such as minor repairs and redecoration.
3. Cleaning of designated areas within the establishment including (but not limited to) overhead kitchen canopies, quickly removing graffiti from internal and external surfaces.
4. To assist in ensuring that all exterior hard surfaces including artificial/turfed areas are kept clean, including (but not limited to) emptying litter bins, cleaning of drains and gulleys, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises.
5. The cleaning out and flushing of the kitchen grease trap.
6. Carry out portage duties as and when required.
7. Cleaning of internal and external glass and windows when required.

8. Setting out furniture including exams desks and staging systems as required.

### **Lettings**

1. Liaise with the School Business Manager concerning letting of the school premises out of school hours.
2. To be available upon a rota system, for evening and weekend lettings, attending to the hirers needs.