

JOB DESCRIPTION AND PERSON SPECIFICATION
EKO TRUST

Job title: Premises Manager

Reports to: Trust Estates Manager

Responsible for: Initially site staff at Gainsborough Primary School and Eko Hub. Site staff at other London school may also be added as reports

Pay Scale: SO2

Conditions: Permanent. Rental of a 3 bedroom house with garden at Gainsborough Primary School is available. Access to car with appropriate insurance for driving for work purposes will be required

Overall Job purpose:

The Premises Manager is a vital part of the Trust's estates management team, working closely with the Trust Estates Manager and the Headteachers and School Operations Managers of each school site.

The role is to ensure a high-quality, compliant, and sustainable environment for all pupils and staff and is a crucial operational role responsible for leading the day-to-day management of the Trust's London schools' estate, ensuring each site is maintained in safe, secure, clean, and operational conditions.

Principal Duties and Responsibilities

The post-holder will initially be responsible for the direct management of two school sites, Gainsborough Primary School and the Eko Hub at North Street. At those sites they will supervise the site staff and contractors already deployed in the schools.

They will also support site supervisors at other London school sites as directed by the Trust Estates Manager.

The post-holder will manage both planned and reactive maintenance, oversee key compliance tasks (including Fire, Legionella & Asbestos management) , and assist in the planning, supervision and execution of capital projects.

General Duties

There are six key parts of the role:

Estate Management & Planning: To support the development of estates policies and strategies, and to plan, prioritise, and schedule site activities to minimise impact on school operations.

Compliance & Risk Management: To lead on all health, safety, and statutory compliance, including maintaining accurate records, updating the compliance portal, and actioning health and safety audit outcomes.

Maintenance & Operations: To lead the daily operation of the school estate, including planned/reactive maintenance (plumbing, decorating, cleaning) and managing contracts to ensure high standards are maintained.

Capital Projects: To assist the Head of Estates in the planning, budgeting, tendering, and execution of construction, refurbishment, and maintenance projects, ensuring they are delivered on time and within budget.

Financial Management: To manage school(s) maintenance budgets, organise purchase orders, and ensure works are commissioned in accordance with the Trust procurement policy.

Sustainability: To promote and implement sustainable practices across the school estate, including energy management and waste reduction, in support of the Trust's wider sustainability goals.

The post-holder will be responsible for the following key areas:

Estate Management & Planning

- Monitor and maintain school buildings and site data, including condition surveys, asset registers, and maintenance information.
- Contribute this data to the **asset management plan** and create a priority list for projects.
- Plan, prioritise, and schedule estate activities to minimise impact on the school operation.
- To maintain appropriate levels of stock and equipment.

Maintenance & Operations

- Lead on the **day-to-day operation** of the school estate, covering planned and reactive maintenance, security, and grounds services.
- Complete planned and reactive maintenance tasks, such as plumbing, decorating, and carpentry.
- Work closely with the external cleaning service provider to ensure **high standards** are maintained, including planning periodic/deep cleans and overseeing monthly cleaning audits.

- Maintain the school buildings in a **safe, secure, clean, and operational** condition.
- Review with the Head of Estates a list of contractors for minor works and predetermined pricing.
- To move furniture and set up school equipment as needed.
- When seconded, to line manage any site staff. Initially this will be site staff based at Gainsborough and Eko Hub.
- Organise cover for absent staff, which may include direct provision of cover in an emergency

Compliance and Risk Management

- Manage and implement **key compliance tasks**, including but not limited to, **Fire, Legionella & Asbestos management**.
- Ensure compliance with all relevant **health, safety, environmental, and statutory regulations**.
- Complete and review risk assessments and implement corrective actions.
- Maintain accurate records and documentation for compliance purposes, using Trust systems
- Action outstanding items from health and safety audits, including fire risk assessment actions.
- To be the **main key holder** for named schools, required to attend out of hours when necessary.
- Ensure statutory and non-statutory training is completed yearly.

Capital Projects & Financial Management

- Assist the Head of Estates in the planning, budgeting, and execution of capital projects (construction, refurbishment, and maintenance).
- Work with architects, contractors, engineers, and other stakeholders to deliver projects on time and to a high standard.
- Manage the tendering, letting, implementation, and snagging of all school capital projects.
- Work with the Head Teacher to successfully manage **school maintenance budgets**.
- Raise purchase orders for equipment, stock, or minor works, keeping within the allocated budget.
- Assist the Head of Estates in managing Trust-wide procurement of contracts.

Sustainability

- Work alongside the Head of Estates and other stakeholders to implement the Trust-wide sustainability strategy.

- Promote and implement sustainable practices across the school estate, including **energy management**, waste reduction, and environmental impact initiatives.

Working Conditions

- To be flexible to meet the needs of the designated Schools as required on an ad hoc basis.
- May require working outside of standard hours to oversee critical school project or to respond to emergencies, adverse weather conditions, school events (such as parent evenings)
- To ensure continuity of service in the event of unplanned and unavoidable absence within the wider premises team.
- To undertake other such duties as may be delegated or requested commensurate with the level and grading of the post

Scope:

The post-holder will be based at one of the Trust schools and may be expected to work across the Trust, travelling from time to time to other Trust sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

Person Specification

Category	Requirement
Experience	Experience in delivering and managing hard and soft facilities management services
	Experience of building services and asset management
	Maintenance experience, including decorating, plumbing, and carpentry
	Working knowledge of Health and Safety in an educational environment including IOSH Managing Safely qualification
Skills	Full UK driving Licence and with insurance for driving on workplace business
	Good organisational and communication skills
	Competent in IT
	Ability to engage effectively and in a friendly manner with a wide range of people
	Able to work on own initiative
Qualities	Attention to detail, taking pride in the school environment and appearance
	A commitment to safeguarding and promoting the welfare of young people
	A commitment to personal development within the role