

Premises Manager

Job Description

Grade: H9 (£39,152-£41,771)
Hours: Full time – 37 hours per week/ 52 weeks per year
Responsible to: School Business Leader

Context:

Hitchin Girls' School is seeking a proactive and highly motivated Premises Manager to lead our dedicated site team and ensure the delivery of a high-quality learning environment. Reporting directly to the School Business Leader, you will play a pivotal role in maintaining a clean, safe, and secure site while overseeing all aspects of statutory compliance, building maintenance, and estate development. This role offers an exciting opportunity for an experienced facilities professional to manage maintenance budgets, lead on health and safety initiatives, and coordinate both school functions and external lettings. We are looking for a collaborative leader who is committed to the welfare of our students and eager to contribute to the continued success and sustainability of our school estate

Job Purpose:

To help provide a clean, safe, secure and compliant environment for users of the school buildings and grounds and to make a significant contribution to the maintenance of the buildings, fixtures and fittings. To oversee and manage the programme of building and equipment checks, servicing and other work to comply with statutory and other good practice guidance and be the first point of contact for day to day site and premises issues.

Supervision: The Premises Manager will support and supervise the work of the school site team.

Key Responsibilities and Tasks:

Premises Management & Development

- To undertake building maintenance and repairs to a level commensurate with the postholder's experience and qualifications.
- To arrange for regular maintenance and servicing of building equipment and service including boilers, water tanks, electrical items etc. in accordance with statutory guidance and good practice, and ensure relevant compliance documentation and records are received and recorded. This includes the delivery of subsequent remedials, the organisation of minor works, working collaboratively to ensure they are delivered on time and on budget.
- To liaise with and organise contractors and other 3rd parties to oversee routine and specialist maintenance works and equipment servicing, ensuring the continuing availability of utilities, site services and equipment.
- To undertake and record the regular testing of fire and emergency equipment including alarms and lighting.
- To oversee weekly safety checks of the school grounds and ensure relevant action is taken where required.
- To ensure the safe use of power and other tools to undertake necessary repairs and maintenance etc.
- To liaise with the School Business Leader regarding the budget for scheduled compliance maintenance work and contracts
- To manage the budget for minor caretaking and cleaning materials and equipment for repairs and maintenance
- To be the site team lead for planned building work, liaising with the School Business Leader regarding requirements, priorities, costs and budgets.
- To monitor the performance of the contract cleaning company to ensure the required level of service is provided and to liaise with their management staff as necessary
- To monitor the grounds maintenance contract (and tree surveys) and ensure that those parts of the school grounds not covered by the contract are well maintained.

- To advise the School Business Leader of faults to the buildings, fixtures and fittings which require specialist attention.
- To monitor premises issues and job requests registered by staff on the Every Management System and ensure these are allocated and completed by the site team on a timely basis and the system updated.

Site Security

- Be responsible for the overall security of the school's buildings and grounds, including daily opening and closing routines, liaison with key holding service and security alarm use.
- Work with the school's outsourced letting management company to monitor lettings and other external use of the school facilities, maintaining security and ensuring the health & safety of users
- To coordinate all out-of-hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To be a member of the 'on call' team in the event of any 'out-of-hours' emergencies and to maintain relationships with outside emergency services.

General Site Duties

- To manage the provision of portering and furniture moving services as required in order that school activities can proceed.
- To be aware of and support events, activities and meetings taking place in school during the year, and ensure that any required furniture, equipment and facilities resource is provided as requested.
- To provide information to staff on premises safety and compliance matters.
- To promote energy conservation, recycling and reduction of waste around the school.

Health & Safety

- To be responsible for health and safety matters related to the physical estate within the school, working with the Headteacher as required.
- To be responsible for ensuring that all fire safety, security systems and building services are maintained in good working order, and for ensuring that correct procedures are adhered to in relation to maintaining a safe and healthy working environment (including legionellosis, asbestos and electrical equipment).
- To maintain required inventories and records in accordance with COSHH, Health and Safety and other legislation.
- To coordinate regular health & safety inspections.
- To carry out risk assessments for the relevant areas of work.
- To ensure that all contractors are assessed for suitability and health & safety arrangements and their performance is monitored.
- To be an Authorising Officer for asbestos work and ensure statutory requirements and health & safety good practice for the monitoring and control of asbestos is followed.
- To lead on accident and incident reporting, investigation, and follow-up actions in line with statutory requirements.

Other Duties

- To follow school policies and procedures, with particular attention to health and safety, safeguarding and risk management.
- To manage the work of the site team to ensure that they work efficiently, arranging work schedules as required to accommodate holiday and sickness.
- To undertake annual performance reviews of the site team.
- To provide appropriate training and instruction to the site team and other relevant staff.
- To attend emergency callouts if required.
- To undertake weekly checks on the school minibus arranging maintenance and repairs as required. To maintain a schedule of authorised drivers, arrange training and carry out licence checks annually.
- To be a member of the school's Critical Incident Emergency Response Team.
- To be a member of the school's Health & Safety Committee.
- To carry out any other duties as may from time to time be requested.
- To be a designated keyholder of the school for emergency access to the premises.

Person Specification – Premises Manager

	Essential	Desirable
<u>Education. Qualifications and Training</u>		
Completed secondary education	✓	
First Aid trained or a willingness to undertake training at the start of employment	✓	
IOSH training or a willingness to undertake training at the start of employment	✓	
Full clean driving licence		✓
Minibus driving either as part of driving licence or separate qualification		✓
Facilities management qualification		✓
<u>Experience</u>		
Experience of leading/managing a team	✓	
Experience of working in a caretaking/general maintenance role and/or with health and safety responsibilities	✓	
Knowledge of health and safety requirements relating to caretaking e.g. COSHH, manual handling, working at height or willingness to learn at start of employment	✓	
Experience of working in a school		✓
Demonstrate knowledge / experience of writing risk assessments		✓
<u>Skills</u>		
Ability to work in an organised manner and use initiative	✓	
Evidence of ICT confidence and competence	✓	
Experience of leading and managing a small team		✓
Excellent communication skills, both verbal and written	✓	
Ability to plan workload and remain calm when working under pressure	✓	
<u>Personal Characteristics</u>		
Punctual and reliable	✓	
Flexible approach and positive attitude towards work	✓	
Keen to develop professionally and learn new skills	✓	
Highly motivated, and able to analyse and problem solve	✓	
Ability to use discretion and understand the importance of confidentiality	✓	
<u>Safeguarding</u>		
To have an understanding of and a commitment to child welfare and safety	✓	
Ability to recognise and maintain personal boundaries with children and young people	✓	

ADDITIONAL INFORMATION

These responsibilities may be amended at any time in the future in order to respond to the changing demands and needs of the school.

Some flexibility in the hours worked may be required to provide cover for the absence of other site staff or to support school events and external use of the buildings during evenings and weekends. During school holidays, some variation may be required to working hours depending on the use of the buildings.

The school undertakes to support applications for CPD to enable the post holder to fulfil their role to their optimum capacity.

Hitchin Girls' School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in any aspect of their work.