

SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Premises Manager
Reporting to	Operations Business Manager
Hours	37.5 hours per week for 52 weeks per year
Grade/Point	SPE 22

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

- To oversee the effective management, safety, maintenance, and development of college buildings, facilities, and grounds. The role ensures the college environment is safe, secure, clean, well-maintained, and supportive of teaching, learning, and community use.
- To provide support and aid the caretaking team and any other users outside of school hours.
- This post has keyholder responsibilities and you will be expected to be part of a call-out system on a rota basis.

Main Duties and Responsibilities:

- Provide day to day supervision of the on-site Caretaking team to include compliance duties, monitoring, directing and assisting with issues logged on the Every System and to direct team as required and directed by the Premises Manager.
- Line manage onsite premises team.
- Carry out regular inspections of buildings, classrooms, communal areas, and grounds to identify issues.
- Plan, coordinate, and supervise routine maintenance, repairs, and refurbishment projects across the campus.
- To hold regular meetings/weekly updates with the caretaking team and line manager.
- Caretaking and maintenance of the school sites to the required standard, to include compliance checks, general repairs, low level grounds maintenance and portering.
- Manage external contractors and service providers, ensuring work is completed to required standards.
- To liaise with Cleaning Supervisor daily to address any issues and concerns.
- Keyholder responsibilities including call out in emergencies (including being an emergency contact) and locking and unlocking routines.
- Oversee waste management, recycling, and cleanliness standards.
- Performance of caretaking and maintenance tasks as directed by you line manager or the principal
- Supervise parent and community events when required to do so.
- To assist with Lettings as and when required and to support the Evening Caretaker.
- In line with the grading of this post, it is expected that this will be a proactive role regarding maintenance etc, and that professional development / training will take place to ensure competence in related areas to allow a reasonable level of autonomy within appropriate limitations.
- Portering, including the moving of furniture and equipment.
- Manage external contractors and service providers, ensuring work is completed to required standards.
- Carry out regular inspections of buildings, classrooms, communal areas, and grounds to identify issues.
- Ensure full compliance with health and safety regulations, Fire Safety, COSHH, risk assessments, and safeguarding obligations.

- Conduct regular safety checks, fire drills, and maintain all associated logs and documentation.
- Manage security systems, access control, alarms, and emergency procedures.
- Liaise with regulatory bodies during compliance inspections.
- Supporting and assisting school staff with provision of required equipment, i.e. tables, chairs, flip charts etc.
- Emergency cleaning (spills, etc) to the standard required.
- Assist with monitor utility usage and support sustainability and energy-saving initiatives.

Note: A courteous and helpful manner is always required.

The performance of any other duties within the general range of the job description as required by the Principal of Tavistock College and/or their representative.

In undertaking these duties, Health and Safety policies must be followed.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> • 5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths • Any H&S training in a work environment • Manual handling training • Willingness to undertake training to enable role to be carried out effectively 	<ul style="list-style-type: none"> • First aid qualification • Knowledge of fire regulations • Working at heights training
Experience	<ul style="list-style-type: none"> • Line management of caretakers and cleaning supervisor • Experience of general DIY • Awareness of Health and Safety at work 	<ul style="list-style-type: none"> • Joinery skills • Previous role as a caretaker • Health and Safety at Work certificate • Knowledge of COSHH requirements
Skills	<ul style="list-style-type: none"> • Aptitude for DIY • Skilled in use of tools associated with general building maintenance • Garden Maintenance • Ability to work without direct supervision • Ability to problem solve • Ability to communicate with managers, staff, contractors, pupils etc. when required • Basic use of MS Office software • Basic computer literacy • Physically fit and able to carry out the duties of the post with reasonable adjustments where necessary 	<ul style="list-style-type: none"> • Ability to solve problems and find creative solutions • Joinery skills • Appropriate use of equipment and products associated with general cleaning • Knowledge of BMS systems
Personal Qualities	<ul style="list-style-type: none"> • Calm under pressure with a flexible and adaptive and highly professional approach to their work • Reliable and trustworthy • Embodies the Trust's vision and values • "Can do" attitude • Friendly persona • Awareness to and commitment to equality • Displays understanding & commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> • Committed to personal and professional development.

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....