

## **Job Description**

**Job title: Premises Manager - (Level D)**

**Reports to:** Business Manager

**Responsible for:** Cleaning and site staff

**Pay Scale:** scale 6 pts 19- 22

**Overall Job purpose:** To work proactively under the direction of the Headteacher or other nominated member of staff, to provide an effective site managing service to the School, ensuring the upkeep of a high standard of cleanliness, maintenance & security to the school, to *ensure* a clean and safe learning environment for the pupils.

- Management responsibilities
- Serious problems can be referred to manager/supervisor/Headteacher
- All duties will be carried out within recognised procedures
- There will be a need to interpret information and to resolve a range of differing problems
- First point of contact for contractors to the school

## **Principal Duties and Responsibilities**

### **General Duties**

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Headteacher/ Business Manager.
- To undertake annual mandatory and statutory training as directed by the Trust or School.
- To *promote* and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.

- To carry out and/or to *ensure* all aspects of cleaning within the school and on site are completed appropriately in line with Health & Safety guidelines
- To *ensure* the school grounds are constantly in order and subordinates or contractors carry out the required gardening appropriately, maintaining a safe and presentable environment for pupils, staff and visitors.
- To *monitor*, order and take delivery of appropriate supplies and equipment to *ensure* stock levels are adequate and ordered within an agreed budget.
- To control stock and raise appropriate orders for stock and supplies of cleaning/maintenance equipment in liaison with financial personnel, within an agreed budget.
- To perform minor repairs such as plumbing, basic electric's (i.e. plugs, light bulbs, fuses) carpentry to keep the school in a safe state and to help control major expenditure in the future.
- To inspect school equipment as specified, and to carry out basic maintenance to school buildings, this may include decorating, carpentry, basic plumbing, and minor repairs such as faulty plugs, fuses, light bulbs, and refurbishment projects such as erecting shelves, partitions, work surfaces as directed within capabilities. Other small buildings work may also be required.
- To *ensure* heating and hot water supply plant operated in accordance with agreed policy instructions and carry out frost precaution procedures.
- To *ensure* all meters are read and recorded appropriately as required, provide assistance with energy conservation procedures. To ensure heating and hot water supply plant is operated in accordance with agreed policy instructions and that frost precaution procedures are carried out when required.
- To work with the Business Manager to train and retain new cleaning staff, and to *assist* with the recruitment of new staff including shortlisting and interviews, in order to *ensure* an effective workforce is available to carry out the service required.
- To move furniture as required. There is no provision for the task to include the wholesale placement and removal of chairs on a daily basis, however chairs may need to be arranged on occasion as required.
- To maintain the school minibuses, carrying out weekly safest checks such as oil, tyres, lights, seatbelts. Liasing with local garages when required to *ensure* the vehicles are serviced regularly and that MOT's are carried out annually ensuring the legality and safety of all concerned.

- To *monitor* fuel levels, order fresh supplies as necessary and keep a record of the same.
- Take such measures as appropriate to protect the school and its contents.
- To comply with regulations relating to security and confidentiality.
- To be 'on-call' in the event of an emergency during school closure times. (although a member of staff should not be expected to attend an emergency on site alone) and to contact the appropriate services in the event of an emergency such as fire, flood, break-in, vandalism and accident.
- To be a main key holder for the school premises, responsible for both the *routine* and emergency opening and closing of school grounds, activating alarm system if required to safeguard the school and its assets
- To *ensure* access is provided to contractors' staff within approved times.
- To perform risk assessments if required, and to liaise with other agencies in order to *ensure* Health and Safety checks are carried out, and that Health & Safety standards are maintained.
- To *supervise* cleaning staff or *monitor* cleaning contracts staff, and record cleaning standards to *ensure* the requirements are maintained and that the school is a clean and pleasant environment.
- To *manage/supervise* cleaning and/or caretaking staff.
- First point of contact for contractors to the school
- To liaise on a daily basis with the business manager to discuss any areas of concern and to decide on the order of work required to be carried out by the postholder or contractors.
- To liaise with outside contractors to obtain quotes, check workmanship, and to *ensure* the work they carry out is to the satisfaction of the business manager
- To carry out activities relating to the up keep and maintenance of an on-site swimming pool
- To operate and maintain heating and filtration systems
  - To test water and add chemicals to maintain water in good condition
  - To ensure that Health and Safety standards are strictly adhered to
  - To clean pool, surrounds and changing rooms.

**Developing self and working with others**

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

**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

Criteria	Essential	Desirable	How tested
Qualifications	<ul style="list-style-type: none"> <li>• Minimum of Level 2 qualification in English and Mathematics</li> <li>• Pool Plant operator qualification - ( or to take qualification)</li> <li>• Driving licence - preferably to D1 level</li> </ul>		<ul style="list-style-type: none"> <li>• via application form, interview,</li> <li>• Via application form, interview</li> <li>• Via application form, interview</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience working with children and young people</li> <li>• Able to build and maintain excellent relationships</li> <li>• Excellent verbal and written communication skills</li> <li>• Able to work as part of the wider team and work on own initiative</li> <li>• Able to work under pressure, plan ahead and prioritise workload</li> <li>• Excellent keyboard skills with meticulous attention to detail</li> <li>• Accurate and efficient record keeping and filing</li> <li>• Excellent communication skills at all levels, both in school and within the wider school community</li> <li>• Professional at all times, demonstrating and modelling school values</li> </ul>		Via application form, interview

Knowledge and Skills	<p>Effective verbal communication skills</p> <ul style="list-style-type: none"> <li>• Strong organisational skills</li> <li>• The ability to prioritise own workload</li> <li>• The ability to work unsupervised</li> <li>• The ability to manage others</li> <li>• Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school</li> <li>• <i>Good</i> working knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electric's (such as plugs, fuses &amp; light bulbs)</li> <li>• A clear understanding of health &amp; safety requirements and COSHH guidelines</li> </ul>		Via interview and test exercise
Personal attributes	<ul style="list-style-type: none"> <li>• Punctual, dependable and trustworthy</li> <li>• Is proactive and actively seeks solutions</li> <li>• Discreet, tactful and able to maintain confidentiality</li> <li>• Patient, courteous and positive</li> <li>• Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items</li> <li>• The ability to work flexible hours</li> </ul>		Via application form, interview

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