



# St. John Fisher Catholic Primary School



Blessed Holy Family  
Catholic Academy Trust

*Growing and Learning Together with Christ*

## JOB DESCRIPTION PREMISES MANAGER

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<b>Contract:</b>	<b>Full time. 52 weeks. Monday to Friday</b>
<b>Hours:</b>	<b>37.5 hours a week (10.15am-6.15pm)</b>
<b>Grade/Salary:</b>	<b>G6.21: £33,144 (actual) – G7.28: £37,743 (actual)</b>
<b>Responsible to:</b>	<b>School Business Manager/Senior Leadership Team</b>

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### Core Purpose

- Responsible for health and safety around the school.
- Maintaining clean, safe and secure school premises, which includes buildings and grounds on both a daily and long-term basis.
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portering, and minor repairs.
- Supervision of school cleaning staff.
- To liaise as necessary with external contractors so as to manage the building development and projects in the school.
- Managing Premises staff.

### KEY RESPONSIBILITIES

#### Premises Management

- Maintain the buildings and grounds to a high standard.
- Carry out minor repairs, decoration, and improvement works within personal skill range.
- Arrange larger repairs and obtain quotes from contractors.
- Manage, maintain, and record repairs to furniture, fittings, and equipment.
- Monitor and control use of utilities (gas, electricity, water) and support energy efficiency.
- Keep external areas clean and tidy (e.g. litter, leaves, plant growth).
- Maintain inventory and order cleaning materials and site resources.
- Follow required guidelines with regard to tendering processes.
- Work in cooperation with the Headteacher concerning the relevant budget for repairs, cleaning and site maintenance.
- Respond to emergency situations within the school/school grounds as necessary or as instructed.
- Undertake the management of lettings as required.

### **Cleaning Duties**

- Supervise cleaning staff and ensure a high standard of cleanliness.
- Plan and monitor cleaning schedules, including deep cleans during holidays.
- Perform emergency cleaning (e.g. spillages, gritting).
- Maintain cleaning tools and supplies and ensure stock levels.

### **Security**

- Act as key holder; lock/unlock school premises, including out-of-hours.
- Ensure buildings are secure, including valuable equipment and alarm systems.
- Monitor and report on alarm/CCTV systems, fire safety equipment, and perimeter security.
- Respond to emergencies and site incidents as needed.

### **Health and Safety**

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality, data protection, equal opportunities, and report all concerns to an appropriate person.
- Maintain Statlog.
- Promote and enforce health and safety regulations and the safety of the school site for ALL.
- Conduct and record regular checks (e.g. legionella, safety equipment, play areas).
- Maintain records of hazardous materials.
- Report safety concerns to the Headteacher and provide health and safety reports to the Governing Body.
- Ensure contractors and site visitors comply with safety procedures.
- Maintain safe access in adverse weather.

### **Staff Management and Liaison**

- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Work cooperatively with the Headteacher and liaise with external contractors and consultants.
- Monitor contractor work quality and ensure adherence to safety and procurement policies.
- Assist with furniture moves, deliveries, event setup, and lettings.

### **General Duties**

- Monitor the parking situation at drop off and collection times on both Melrose and Cambridge Road.
- Support the school's ethos and contribute to a positive working environment.
- Assist with public relations by acting courteously with visitors, parents, and staff.
- Support good pupil behaviour by maintaining a safe and respectful environment.
- Participate in training and performance development as required.
- Drive the school minibus as needed.
- Assist with the dining hall arrangements, etc as required for events.
- Receive deliveries of school equipment, ensuring that these are quickly and efficiently moved on to the appropriate area/ department.
- Undertake other reasonable duties as directed by the Headteacher.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher