

Job Description – Premises Manager



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

- Job Title:** Premises Manager
- Reports to:** Hub Business Manager and Estates Manager
- Liaison with:** Headteachers, Hub Business Managers, Estates Manager, Site staff, external Contractors.

Main Job Purpose:

To carry out a range of duties to contribute to the security, safety, and maintenance of school premises, under the general supervision of the Headteacher or Hub Business Manager. To ensure the schools' buildings and furnishings are safe, secure, and maintained to standards defined by the school and Health and Safety legislation, and determined by the Senior Leadership Teams and governors of the schools. To plan, organise and inspect all works relating to the general site management ensuring that the schools' accommodation is fit for purpose and available as required.

Main Duties:

1. Site Security

- To act as a key holder, including setting and immobilising school alarms and dealing with alarm call outs, when necessary. As one of the main keyholders to be responsible for the security of school premises and to assist Head teachers in making any arrangements to cover periods of absence of other keyholders.
- To arrange regular checks on fire and intruder alarm systems and fire extinguishers, doors, gas appliance and boiler maintenance and report on any problems arising.
- To identify and report building, furnishing or fittings deficiencies to the Headteacher or Business Manager and to undertake any remedial action that may be authorised and appropriate.
- To carry out routine Health & Safety checks as directed by the Headteacher, including testing weekly fire alarm, emergency lighting and to record as necessary in the Site Management Log. Training will be provided.
- If the timing of visits allows to escort contractors and other persons (if during school hours office staff will be able to do this) to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
- To be responsible for taking the delivery of stores, goods and equipment and arrange storage or distribution as required.
- To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates safely and efficiently.
- To ensure that adequate supplies of fuel and water are available at all times and to maintain the supply of supplementary mobile heating, as may be necessary.
- To monitor usage of electricity, water, and any other fuel. Taking such meter readings as may be required.
- To clean defined areas of the school premises, together with any emergency cleaning needs. Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including clearance of vomit and excrement.
- To maintain staff and pupil cloakroom and toilet facilities in working order and that appropriate supplies of consumables are available.
- To set out/put away furniture for school events, and undertake general portering as required by the Headteacher.
- To make appropriate arrangements for the collection of school waste.

- To maintain all areas of the school buildings in a clean, tidy, and hygienic condition and to work within health & safety requirements, in accordance with the school's cleaning schedule.
- To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Headteacher or Business Manager.
- To observe health and safety and security requirements. In addition to cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery, and school furniture.
- To complete any appropriate records or documentation required by the Headteacher or Business Manager
- To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school
- To make appropriate arrangements for repairs to be carried out, as authorised by the Headteacher responding in line with agreed school policies and procedures. To ensure that work undertaken complies with stated requirements.
- To undertake appropriate training for the role, such as manual handling, premises management, fire awareness and health and safety.
- Routine inspections of grounds, play equipment and the premises will need to be completed. Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur. Gritting of access routes and playground where necessary.

2. Resources

- To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided. Training and appropriate PPE will be provided.
- Cleaning equipment (e.g. buffing machine) and chemicals will be used on a regular basis. All products to be used and stored under COSHH arrangements, with up-to-date risk assessments to be kept and adhered to. Training and appropriate personal protective equipment will be provided.

3. Comply fully with the Trust's safeguarding policy

- This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.
- There will be an element of lone working involved in this role and all staff are required to adhere to lone working policy and procedure.

4. Supervision and Management

- The postholder will often be required to work without direct supervision due to the times of work and/or nature of the duties. Variations in work requirements or allocation will be determined by the Headteacher or Hub Business Manager.
- Regular contact with the Headteacher/Hub Business Manager and cleaning staff. General contact with other school staff.

Person Specification – Premises Manager



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	Essential	Desirable	Assessed
Education, Training and Qualifications	<ul style="list-style-type: none"> No formal qualifications essential 	<ul style="list-style-type: none"> IOSH Manual Handling Pasma Premises Management 	<p>Application Form</p> <p>Interview</p>
Skills and Knowledge	<ul style="list-style-type: none"> Good standard of knowledge of security issues A working knowledge of Health & Safety and COSHH regulations Manual Handling experience 	<ul style="list-style-type: none"> Supervision of premises. Knowledge in basic cleaning methods and the use of associated materials and equipment 	<p>Application Form</p> <p>Interview</p>
Experience	<ul style="list-style-type: none"> Previous experience in a related field. Previous experience of health and safety procedures 	<ul style="list-style-type: none"> School sites Multi-site 	<p>Application Form</p> <p>Interview</p>
Personal Attributes	<ul style="list-style-type: none"> Person of integrity Able to maintain confidentiality Able to remain impartial Sympathetic to the needs of others Open to learning and change Good interpersonal skills Sympathetic to the vision and values of the Trust Sense of humour Enthusiastic and resilient Flexible approach to working hours Positive attitude to personal development and training 		<p>Application Form and Interview</p>
Other Special Requirements	<ul style="list-style-type: none"> Able to work flexibly within the requirements of the school Ability to travel between sites 	<ul style="list-style-type: none"> Own a vehicle 	<p>Application Form and Interview</p>