

Katherine Warington School
Job Description and Person Specification – Assistant Premises Manager

Job Title: Assistant Premises Manager	
Job Purpose: To maintain a safe and high-quality environment for staff, students and visitors, including the delivery of ancillary caretaking services, and to deputise for the Premises Manager in their absence and to support with General Maintenance and Holiday Projects.	
Job Grade: H6 – H8 Depending on experience	Hours: 37.5/week – Shifts between 7am and 10pm, ideally covering 10.00 - 18.00 on a regular basis (shifts are subject to change with notice to fit in with the schools need). Some flexibility will be required for evening events. Occasional Call outs in the absence of the Premises Manager Weekend working is very rare but may be required for a school project or event.
Line managed by:	Premises Manager/School Business Manager
<p>Key Accountabilities</p> <ul style="list-style-type: none"> ● To work as directed by the Premises Manager to ensure that the site is fit for purpose, undertaking the key tasks as outlined below ● To deputise for the Premises manager in his absence, ● To help have oversight of contractors, for organising activities, liaising with senior school staff and supervising of the team ● Oversight of the Evening Contract Cleaners, acting as the primary liaison between the school and cleaners. ● To always work according to current health and safety guidelines and ensure that you notify the Premises Manager or Business Manager in his absence if you become aware of any Health and Safety concerns 	
<p>Key Tasks: What follows is not a procedure manual nor a fixed list, and may be varied from time to time within the broad remit of the overall job purpose as set out above.</p> <p>Whole School – to support the Premises manager with the following</p> <ul style="list-style-type: none"> ● To manage all aspects of security of the school’s premises (including opening and securing the school building and wider site) ● To oversee the Evening Contract Cleaners, acting as the primary liaison between the school and cleaners. ● Utilisation of the building management systems to ensure optimal systems operation and maintenance ● Carry out routine maintenance and recordings for heating, lighting, water, fire and lightning protection ● To carry out maintenance tasks such as toilet system, door closers, furniture repairs, hanging of notice boards/frames, room modifications ● Carry out fire alarm tests, legionella control. ● Installation and repairs to the outside grounds including using plant machinery and hand tools. ● Monitor the safe use of carparks and other external facilities. ● Maintenance and safety checks to the schools’ minibuses and golf buggy. ● To be aware of and work in accordance with the school’s child protection policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty ● To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g., Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection) ● To maintain confidentiality of information ● To be responsible for your own continuing self-development, undertaking training as appropriate ● To attend and contribute to relevant line management meetings as and when necessary ● To up hold the school’s ethos and contribute to improvement at all levels 	

General

- Check work requests for jobs related to the post and action as necessary (via email, diary, texts, phone calls and Every management system must be checked regularly throughout the shift)
- Periodic daily check of the toilets, sports facility changing rooms, staff room and common areas, spot cleaning/replenishing, as necessary (managing external/internal cleaning staff)
- The setting up and putting away of hall chairs and exam tables ensuring that the hall is left clean and ready for use for all school events, including external bookings
- Emergency ad-hoc cleaning of internal areas as required (not part of cleaning operation schedule) including body fluids.
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, emptying bins, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- When required and as far as practicable, provide support to the premises Manager outside of agreed shift patterns, in the event of adverse weather to ensure that the site is safe for students, staff and visitors. There are set evenings such as School Open Eve, 6th form Open Eve, parents evening and concerts where you may be asked to work outside of your shift pattern where TOIL will be given.
- Drive the school minibus, as and when required (appropriate training provided if required)
- To manage the provision of a portaging and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
- To ensure that halls and other meeting rooms are set out as required for meetings /exams/ assemblies and other events and cleared away afterwards. Make sure all venues are clean for use for the hirer/staff member.
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met. And all stores are safe to access for all staff.
- To take ownership and pride in all the work that you do at Katherine Warrington
- Any other appropriate duties commensurate with the role and responsibilities

Security

- Lock (securing all windows/doors)/unlock at the end/beginning of a shift
- To be responsible for the security of the premises during the day shift and evening shift
- To be part of the Lettings On Call Rota - one week per month on rotation.

Health and Safety

- To ensure the buildings are safe for staff to enter checking for trips, slips and any other Health and Safety Risk.
- To clear up bodily fluids after a first aid accident adhering to health & safety procedures
- To carry out emergency cleaning if required during the working day
- To understand or be willing to be trained in COSHH, Risk Assessments, PAT, Legionella, Asbestos, working at height and others in line with your job role.
- To be a First aider

Routine Maintenance

- Fix any issues that arise and log for reporting purposes
- Undertake general maintenance tasks and trade specific maintenance tasks, (Including basic plumbing and electrical work) unsupervised, as required, have the ability to use your own initiative and to take ownership of the work and within budget.
- Undertake projects in school holidays such as painting, removal of furniture, knocking down walls and any jobs relevant to your skill set.
- Oversight of Contractors carrying out work on the school site.
- To monitor the school heating and hot water systems daily.
- To take energy readings on a monthly basis water/gas/electric

- To ensure lights are all operational and replace/repair as required
- To undertake window cleaning as required
- To take ownership and pride in all the work that you do at Katherine Warington
- This list is a summary of jobs that are required and you may be asked to carry out specific tasks from your line manager, Business manager or SLT.

The role will be subject to a successful probationary period.

Person Specification / Requirements	Essential / desirable
Multi-skilled in all areas of maintenance	E
Previous experience/qualification in any of the following trades: Plumbing, Electrical work, Carpentry, Painting and decorating	E
Experience working as a caretaker / maintenance	E
Experience working in a school or a large organisation	D
Computer literate, competent in Microsoft office and Excel	E
Experience with risk assessments and H&S	D
Experience working with the general public	D
Legionella and asbestos trained	D
Full UK Driving licence	E
Have a D1 category on your driving licence	D
Excellent communication skills and the ability to communicate effectively at all levels	E
Ability to organise and prioritise tasks effectively	E
Ability to use initiative	E
Ability to work well under pressure	E
Ability to demonstrate the flexibility and 'can do' attitude required in a role that is vital to the school	E
Ability to work well as part of a team	E
Physically fit for the requirement of the role	E
Willingness to commit to further training, including minibuss training	E