

JOB DESCRIPTION – Premises Manager: Grade 10 35451 - 39165

Job Purpose	To provide leadership for the effective day-to-day management, maintenance and presentation of school sites, ensuring the learning environments are safe, compliant, well maintained and meet the needs of pupils, staff and visitors. The Premises Manager will act as the key link between the Head of Estates and the site-based Premises Officers, supporting the delivery of Trust estates standards, health and safety requirements and planned premises activity across their allocated sites. The postholder will manage delegated premises budgets within agreed financial parameters, raise purchase orders in line with Trust procedures, obtain quotations against specifications agreed by the Head of Estates, and monitor the quality and completion of contractor works on site. The role will also support the delivery of development projects, repairs, maintenance and site improvements, ensuring works are coordinated effectively, disruption to schools is minimised, and standards of safety, and compliance are maintained. As part of the wider Trust estates team, the Premises Manager will be expected to work collaboratively with other Premises Managers, Premises Officers and central colleagues, providing support, consistency and cover across other Trust sites where required.
To whom the postholder reports to	The Premises Manager will report directly to the Head of Estates as part of the Trust-wide estates structure. The postholder will work closely with Headteachers, School Operational Leads and other school leaders across their allocated sites to ensure day-to-day premises operations meet the needs of each school.
Duties and responsibilities specific to the post	Site Leadership and Operational Management

	To provide premises leadership for the effective day-to-day management, maintenance, safety, security and presentation of the allocated school sites, ensuring that buildings, grounds, facilities and resources are maintained to a high standard and meet the needs of pupils, staff, visitors and the wider school community. To line manage Premises Officers across the allocated sites, including monitoring standards of work, attendance, conduct, performance and day-to-day task completion. This will include identifying training and development needs, supporting staff to work effectively, addressing concerns appropriately, and escalating matters to the Head of Estates where required. To monitor premises helpdesk tickets and site task requests across allocated sites, ensuring that work is reviewed, prioritised and allocated appropriately to Premises Officers, contractors or other relevant staff. To ensure that available resources are applied effectively, urgent or high-risk issues are escalated promptly, and helpdesk records are updated to reflect progress, completion, delays or further action required. To contribute to the development and implementation of Trust estates procedures, systems and standards to ensure a consistent, high-quality premises service across all sites. To work collaboratively with Headteachers, School Operational Leads, Premises Managers, Premises Officers and other Trust colleagues to ensure that operational site priorities are understood, planned and delivered effectively. Repairs, Maintenance and Site Standards To plan, complete, coordinate, and oversee a programme of ongoing repairs, maintenance, decoration, minor alterations, improvements and new works across the allocated sites, in line with Trust priorities, agreed budgets and guidance from the Head of Estates.
--	--

	To apply professional practical expertise, alongside the skills of the Premises Officers, to deliver repairs, maintenance, and minor site improvements in-house, ensuring such works are executed safely and provide optimal cost-effectiveness for the Trust. To oversee the safe completion of all in-house projects to a high standard, ensuring all activities remain strictly within the defined scope of the postholder's training, experience, and formal authorisation. To allocate work effectively between yourself and Premises Officers and external contractors, ensuring that resources are used efficiently, timescales are managed, and best value is achieved. To ensure that buildings, grounds, external areas, paths, drains, gullies, car parks and site boundaries are kept safe, clean, tidy, secure and well maintained. To arrange or undertake, where appropriate, the movement of furniture, equipment and other site resources in accordance with school timetables, operational needs and ad hoc requests. To respond to, or arrange an appropriate response to, urgent site issues including burst pipes, leaks, flooding, fire, breakages, damage, security concerns and other premises-related incidents. Health, Safety and Compliance To support the Head of Estates in ensuring that each allocated site provides a safe, secure and compliant learning environment, meeting legal requirements and Trust expectations in relation to health and safety, fire safety, security and the environment. To undertake, oversee and review premises-related risk assessments across buildings, grounds and site activities, ensuring appropriate control measures are implemented and any concerns are escalated. To maintain a working knowledge of relevant premises-related compliance areas, including fire safety, COSHH, asbestos awareness,
--	--

	legionella, PAT testing, working at height, manual handling, statutory checks and contractor safety. To arrange, oversee or undertake required premises compliance checks and remedial actions, ensuring that records are accurate, up to date and available for review. To arrange or undertake PAT testing, ensuring that testing is completed, recorded and any remedial actions are followed up. To ensure that school vehicles and related equipment are managed, checked and maintained in line with Trust procedures, legal requirements and manufacturer guidance. This includes ensuring that routine vehicle checks are completed and recorded, MOTs, servicing, insurance and statutory requirements remain valid, defects are reported and actioned promptly, and vehicles are safe and available for operational use. Contractors, Projects and Works To obtain contractor quotations based on specifications agreed or approved by the Head of Estates, ensuring procurement activity is carried out in line with Trust policies and procedures. To coordinate contractor attendance on site, including access arrangements, safeguarding requirements, permits where required, communication with school staff, and monitoring of safe working practices. To monitor the quality, progress and completion of contractor works, ensuring that works are delivered to the agreed specification and raising any concerns with the Head of Estates. To provide operational oversight and support for approved building refurbishment projects, capital works, repairs and improvement projects across the allocated sites.
--	---

	To support the Head of Estates with information required for capital works, project planning, funding applications and estate improvement priorities. Budget and Procurement Responsibilities To manage delegated premises budget codes, including repairs and maintenance, premises supplies, minibuses, vehicles and other premises-related budgets, within agreed financial parameters. To raise purchase orders for agreed premises expenditure in line with Trust financial procedures, with final approval and oversight provided by the Head of Estates. To ensure that expenditure delivers best value, supports school and Trust priorities, and remains within the approved budget position. To maintain appropriate records of quotes, orders, works, invoices and budget-related decisions in line with Trust procedures. Site Audits, Resources and Asset Management To arrange or undertake annual audits and inventories of site fabric, equipment, facilities, premises resources and energy conservation measures, producing recommendations for improvement where required. To support the development of planned maintenance information, condition priorities, asset records and site improvement plans. To ensure that premises resources, tools, equipment and site materials are stored safely, used appropriately and maintained in good condition. To maintain accurate and up-to-date records within the Trust's electronic estates and building management software, including contractor details, compliance records, asset information, task updates, completed works, remedial actions and relevant site documentation.
--	--

	To ensure that works, inspections, checks and contractor activity are recorded promptly and accurately within the system, supporting effective monitoring, reporting and audit readiness across the Trust estate. Environmental Impact and Energy Management In all aspects of the role, to actively seek to reduce the environmental impact of the school sites and support the Trust's approach to sustainability. To monitor the efficient use of heating, lighting, water and other utilities across allocated sites, promoting best practice in energy conservation and arranging repairs or remedial action where required. To support initiatives that improve environmental performance, reduce waste, improve energy efficiency and contribute to the Trust's wider sustainability objectives. Trust Policies and Collaborative Working To adhere to Open Thinking Partnership policies, procedures and financial regulations, supporting the delivery of school improvement priorities and Trust estates objectives. To contribute positively to effective working relationships across each allocated site and within the wider Trust estates team. To provide support and cover across other Trust sites where required, working collaboratively with other Premises Managers and colleagues to ensure continuity of service.
Generic duties and responsibilities	To participate fully in induction, appraisal, supervision, staff review processes and professional development opportunities. To take responsibility for personal development within the role, undertaking relevant training to ensure knowledge, skills and

	professional practice remain up to date and support the effective delivery of the Trust estate's function. To undertake any other duties commensurate with the grade and nature of the post, as reasonably directed by the Head of Estates. To support school and Trust priorities by responding appropriately to premises-related requests from Headteachers, School Operational Leads and other senior colleagues, in line with agreed procedures, budgets and estates priorities. To establish and maintain positive, constructive and professional working relationships with staff, pupils, visitors, parents, contractors, colleagues, external partners and other stakeholders across the school and the wider Open Thinking Partnership. To work flexibly and collaboratively as part of the wider Trust estates team, including supporting other sites and colleagues where required to ensure continuity of service. To drive school vehicles where required and appropriately licensed. To act as an authorised key holder for allocated school sites and respond to site access, security, alarm activations, emergency incidents and urgent premises matters in line with Trust procedures and agreed call-out arrangements.
--	--

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



Stoke Road
Hinckley
Leicestershire, LE10 0EA
Tel: 01455 634582

HRAdmin@openthinkingpartnership.co.uk