

Job Description and Person Specification

Post Title: Premises Manager

Responsible to: Estates Manager

Salary: Bexley07

PURPOSE OF THE ROLE

The purpose of the Premises Manager is to carry out all aspects of daily operational site management for the two schools in the Trust. This includes a wide range of duties and responsibilities connected with the fabric and grounds of the school as well as oversight and responsibility for daily monitoring and repair / maintenance operational management. This role involves management of the security, cleanliness, portage, routine maintenance and refurbishment, minor repairs, advising the Head Teacher and Estates Manager on suggested improvements to the general school environment, to improve the productivity and efficiency of the caretakers and to carry out pre-planned maintenance programmes.

GENERAL RESPONSIBILITIES

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To oversee any premises related projects, builds or refurbishment
- To support the compliance of the Trust to health and safety regulations and be responsible for all administration and reporting in relation to this.
- To undertake repairs and DIY projects
- To create and maintain an effective premises team ensuring that the changing needs of the school are met through responsive actions.
- To delegate tasks as appropriate to other site staff or outside contractors,
- To ensuring Health & Safety regulations are strictly adhered to and monitor the standard of work, addressing any shortfalls as necessary.
- To monitor the performance of any cleaning contractor and liaise with the Estates Manager to ensure a clean, tidy and well-maintained school environment.

SPECIFIC RESPONSIBILITIES PREMISES MANAGEMENT

- To monitor the day-to-day maintenance, repair and cleaning of the school
- To order and supervise repairs and act as project manager for the maintenance of the school site.

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- To work collaboratively with the Estates Manager to prepare documentation for tenders or specifications for potential projects
- To ensure appropriate monitoring procedures are in place to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate records.
- To undertake weekly site walks with the Estates Manager.
- To support the training of all site staff in order that they can carry out their roles fully and to a good standard.
- To monitor work requests ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- To instruct and supervise the gardening/landscaping contractor ensuring the school grounds are maintained to a high standard and safe
- To ensure that the premises team works efficiently and effectively so that the Trust health and safety is maintained to a high standard

SECURITY

- To be responsible for locking up arrangements.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly To check all perimeter fences, security devices, fire appliances, CCTV systems and alarms
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the Estates Manager on all security matters
- To be aware of all out of hours activities at the school.

General Site Duties

- To set and monitor the school heating and hot water systems
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- 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

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- To manage the provision of a portering 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 orders received into school are delivered to the appropriate area / person as necessary
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded
- To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly
- To ensure PAT testing is carried out and keep accurate records
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures

HEALTH & SAFETY

- To ensure that appropriate risk assessments are carried out across the Schools and to advise staff with risk assessment responsibilities.
- Maintain a central register of risk assessments and ensure regular review as required.
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures
- To oversee regular or ad hoc projects/events at the Schools that present higher risk to pupils and staff, for example, school productions, performances or events, and work closely and collaboratively with staff overseeing such projects/events.
- To assist the Estates Manager in all Health and Safety issues relating to the Schools' annual maintenance programme and strategic capital projects.

ADMINISTRATION

- To maintain the school's equipment and plant inventory
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the Estates Manager.
- To maintain a log, on Property Prefect, of all inspections and checks carried out.
- To establish and maintain a list of repairs / improvements

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- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair and support the training of members of the Estates Team on their safe use

SAFEGUARDING

Illuminate Minds Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are 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 schools.

Any safeguarding or child protection issues must be acted upon immediately by informing a DSL or the Director of SEND, Safeguarding and Inclusion.

Data Protection

The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures.

All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Head of School.

Qualifications and Experience

1. Hold recognised training/qualifications associated with premises management
2. Significant experience or skills in a trade
3. The ability to operate and understand electrical/mechanical systems
4. Risk Assessment experience
5. Competent at basic building repairs and maintenance
6. To be able to use small industrial, electrical and mechanical equipment

Ability, Skills, Knowledge

9. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
10. Good communication skills
11. Excellent numeracy and literacy skills

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12. Good IT skills
13. Sound planning and negotiating skills
14. Ability to gather information, analyse data and problem solve
15. Ability to manage own time effectively and demonstrate initiative including establishing priorities
16. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests

17. Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
18. Ability to manage people directly and indirectly
19. Ability to adapt to changing and conflicting demands
20. Ability to be flexible and work as part of a team or individually as required
21. Ability to demonstrate an understanding of children
22. Ability to contribute to the life of the school
23. Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.

Other attributes

24. Excellent verbal communication and interpersonal skills – able to interact with people at all levels
25. Excellent written communication and report writing skills
26. Engaging presentation and training skills
27. Able to work without regular supervision/management
28. Strong analytical and problem-solving skills
29. Able to motivate people to change their behaviour
30. ICT skills – good working knowledge of Excel, Word and Outlook
31. Good attention to detail