

Job Title	Premises Manager (Roving)
Responsible To	Headteacher and Head of Facilities

Purpose of Role

- To work across agreed sites to ensure the security, care and availability of the school buildings, furniture, fittings and equipment.
- To ensure satisfactory physical environment and to promote the efficient use of the school's assets to support the education objectives of the school.
- To ensure the smooth running of the school in respect of the premises, through the management of planned and reactive maintenance and the development of capital projects of improvement.

Responsibilities

Operational Arrangements

- You will be required to always be contactable whilst on duty.
- A degree of flexibility will be required regarding working pattern as certain tasks dictate.
- Be a keyholder in event of emergency occurring out of hours.
- Manage your own workload with update meetings with SLT as required or deemed necessary.
- Manage calendar to assist schools with their site function as required.
- You may be required to operate at another site in event of emergency.

School Site

- Daily or as agreed, walk of the site to note and highlight any areas of concern.
- Ensure boilers and plant functioning as required each morning.
- Carry out walk of school interior as required to check for issues such as leaks/faulty lights.
- Ensure the site is always safe for pupils, staff and visitors.
- Workloads and tasks for periods of school closure will be discussed with the Headteacher/Head of Facilities to ensure suitable tasks are planned.
- Support with the cleaning of the school.

School Security

- Open site on mornings as agreed with the Headteacher.
- As agreed with Headteacher/Head of Facilities, ensure the site and equipment is left in a safe state when on site at the school.
- Report any security concerns to the Headteacher.
- Carry out weekly walk of school perimeter to check for any issues with the fence lines.
- Be on call for emergencies that may arise outside of school hours including Fire, Flood and Snow.
- Open/Close site for all reasonable extracurricular activities as required by the Headteacher.
- Ensure CCTV systems are functioning as required.

01353 656760

www.demat.org.uk

DEMAT Office Address:

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

The Diocese of Ely Multi-Academy Trust (DEMAT)

Company limited by guarantee Number 08464996. Registered in England & Wales.
Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX

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Maintenance

- Carry out first Line maintenance/repairs to a level as per skill level.
- Ensure all required equipment is safe and fit for purpose
- Report any additional requirements to headteacher in a timely manner.
- Ensure adequate stock of core items as agreed with Headteacher or Head of Facilities
- Ensuring plant and controls are functioning as required to ensure agreed comfortable school temperature.
- Work with SLT and central Building team on effective energy efficiency measures.
- Ensure adequate supply of hot water to school.
- Carry out weekly maintenance walk of school and use to populate action plan for required tasks.
- Ensure action plan is achievable and tasks are completed safely and in a timely manner.
- Carry out monthly fire door checks and arrange for repairs as required.
- Ensure PPM Schedule is updated and carried out.

School Grounds

- Morning walk of grounds to observe and report any areas of concerns
- Weekly visual check on all play equipment.
- Ensure all drains/gullies/gutters are clear of debris and functioning correctly
- Take all reasonable steps to ensure school site is free from litter
- Ensure bins are secured and emptied as per requirement / contract.
- Report any concerns to Headteacher
- Clearance of snow/ice as required from school grounds.
- Ensuring appropriate measures are undertaken ahead of forecast bad weather.

Health and Safety

- Work with Headteacher to promote a positive H&S culture throughout the site
- Ensure all works/tasks are carried out in line with relevant H&S Legislation and relevant best practice.
- Ensure building and personal compliance with Fire Regulations
- Carry out weekly Fire Alarm testing and record and report results
- Ensure All COSHH regulations are adhered to throughout the site
- Ensure appropriate barriers and/or signage is used when carrying out works
- Ensure Asbestos Register is checked and updated as required
- Ensure pathways and roadways within boundaries are checked and fit for use.
- Ensure PAT Testing is carried out as per best practice.
- Ensure appropriate stocks of relevant PPE are available.
- Report any H&S concerns to Headteacher

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Compliance

- Ensure school is compliant with relevant sections of HAWSA and MHSWA
- Work with Headteacher on achieving full building compliance.
- Ensure all required information is recorded in line with current compliance procedures.
- Ensure all compliance requirements (Building and person) are up to date and recorded in appropriate way.
- Ensure where required, compliance software is used as required.
- If necessary, report any breach of compliance to Headteacher.

Cleaning

- Work with Headteachers to ensure adequate cleaning of site
- Work with Headteachers to review and monitor cleaning specification as required
- Emptying of external litter bins as required
- Monitor and maintain adequate stocks of cleaning supplies/consumables
- Management of waste disposal and associated paperwork
- Ensure all cleaning team members have sufficient training
- Ensure controlled/Hazardous waste is stored and removed in line with current regulations.

Contractor Management

- Manage all contractors on site and raise any concerns with Headteacher
- Ensure RAMS are received and checked before work commences
- Carry out random checks on contractors work and stop works if deemed unsafe.
- Ensure all works are carried out as per current relevant regulations/legislation
- Ensure all contractor paperwork is filed /forwarded as per requirement
- Be point of contact for visitors/contractors if required by Headteacher
- Ensure all paperwork and certificates are filed and actioned as required

Supervision

- Manage day to day operation of cleaning throughout school.
- Supervise contractors on site to ensure safe working practices.

Finance

- Ensure all capital projects are quoted in line with DEMAT policies
- Work with central team to recharge assistant site managers times when necessary.
- Ensure remedial works are carried out in a cost-effective way.

Ad-hoc Duties

- Carry out other Ad-Hoc duties reasonably expected to be found within a caretaker/Premises Manager role.
- Work with Central Facilities team as required for benefit of school and Trust.

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Person Specification

Attributes	Essential (E) or Desirable (D)
Knowledge, Qualifications and Experience	
A minimum qualification of GCSE Maths and English (or equivalent) grade C or above.	E
Relevant facilities management related qualification	D
First Aid Qualification	D
Relevant health and safety related qualification	D
Full and clean driving licence	E
Commitment to undertake professional training/development relevant to the post/seeking career progression	E
Previous experience working in a primary school	D
Experience of working in a premises manager role	E
Experience of effective project management	D
Experience of risk management	E
Experience of producing reports of premises and operations	E
Up to date knowledge of health and safety legislation and COSHH regulations	E
Skills and Abilities	
Good attention to detail	E
Knowledge and relevant practical experience of building systems, e.g. heating, security, general maintenance	D
High level of written and oral communications	E
Strong organisational, personal time management and planning skills	E
Can use ICT effectively	E
Personal Attributes	
High level of collaboration, cooperation and team working capabilities	E
High levels of adaptability and flexibility	E
Commitment to safeguarding and promoting the welfare of children and young people	E
High levels of enthusiasm, determination and a drive to inspire others to achieve high standards	E
Ability to build effective relationships with colleagues, parents/carers and members of the community	E
Ability and willingness to promote the school's positive culture and ethos	E

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