

Job Title	Premises Manager
Responsible To	Headteacher and Head of Facilities

### PURPOSE OF THE ROLE

- 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.
- To assist with the compliance of the school in regard to regulatory and best practice in the areas of premises, H&S and environmental.

### KEY 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.

#### 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.

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#### 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

### **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)
<b>Knowledge, Qualifications and Experience</b>	
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
<b>Skills and Abilities</b>	
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
<b>Personal Attributes</b>	
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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