

# Job Description

**Salary Scale:** GMAT Point 14-18  
**Contract type:** Permanent  
**Reporting to:** SBM & Estates Manager

## Premises Manager

### Job Purpose

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring contracts/contractors, minor repairs and any routine maintenance and refurbishment. The role also includes maintenance of the school swimming pool.

### Key Accountabilities

#### Building Maintenance and Management:

- To monitor the day to day maintenance of the school premises;
- To work in conjunction with the School Business Manager to advise on a rolling programme of redecoration and refurbishment;
- To organise and carry out various maintenance duties to manage the general upkeep and maintenance of the school premises. This includes, but is not limited to:
  - replacing and/or repairing window and door furniture and fittings;
  - adjusting, repairing, replacing and maintaining all door closers and hinges;
  - repairing furniture, fixtures and fittings as required;
  - repairing or replacing locks as necessary;
  - re-plastering damaged walls;
  - touching up and making good paintwork as required; and
  - minor plumbing maintenance and repair work.
- To organise and carry out (re)decoration programmes;
- To organise and carry out minor improvement work, e.g. erecting shelves, notice boards, bookshelves, etc;
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money;
- To be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal hours;
- To assist the School Business Manager with the preparation of specifications, selection of tenders and the adjudication of tender bids for minor works;
- To liaise with contractors working on site;
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate records as required;

- To ensure the school site is maintained to a high standard;
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions;
- To advise the School Business Manager on matters relating to energy control and conservation;
- To maintain monthly records of services consumption, e.g. water, electricity and gas. Monitor use and rectify areas of wastage;
- To carry out weekly fire alarm tests as instructed by the School Business Manager and to maintain the appropriate records;
- To assist the Headteacher in organising fire drills and procedures.

Caretaking and Cleaning:

- To ensure the maintenance of a satisfactory caretaking service;
- To liaise with the school cleaners to ensure a high level of service provision;
- To keep the cleaners informed of dates for school events which may affect their service;
- To ensure that satisfactory levels of cleanliness and hygiene are maintained with regard to buildings, external walkways, drives, playgrounds, gullies, car parks, playing fields and gardens and ensure that all graffiti is removed promptly;
- To ensure that the pathways and other external surface areas are kept free of litter and weeds etc., and that they are gritted or salted when required during wintry conditions;
- To participate in the organisation and movement of furniture and equipment within the premises;
- To assist in ensuring the satisfactory receipt, distribution, collection and despatch of goods;
- To supervise orders for caretaking and cleaning supplies, plant spares and to ensure maintenance of suitable records relating to these items, in conjunction with the School Business Manager;
- To ensure the maintenance of adequate stocks of caretaking and cleaning materials;
- To ensure the responsible operation, care and maintenance of all equipment and tools associated with caretaking, maintenance work and cleaning, and to ensure that proper safety standards and requirements are applied;
- To ensure in liaison with the Business Manager, that all staff under the Premises Officer's control are instructed in Health and Safety at Work matters (including COSHH Regulations).

Security:

- To ensure adequate security of buildings and premises at all times and to comply with any special security requirements as laid down from time to time by the Headteacher;
- To maintain securely a full set of school keys and operate the school key register system;
- To recommend to the School Business Manager any suitable and appropriate improvements to the security of the building and to report any breaches of security;
- To security mark, as required by the School Business Manager, all items and equipment belonging to the school;
- To check, at least monthly, all perimeter fences, security devices, fire appliances, and alarms are working and in good repair;
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded;
- To be aware of all out-of-hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings;
- To be responsible for unlocking and locking of the school;
- 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.

### Health and Safety:

- To advise the School Business Manager on all relevant Health and Safety regulations and to advise on any issues contravening or affected by those regulations and to have special responsibility for public safety, accident prevention, reporting and investigation, fire drills, alarms and/or systems;
- To ensure that all relevant Health and Safety rules and regulations are complied with by all staff under the Premises Manager's control;
- To report the contravention of Health and Safety Regulations by contractors working on site that could be detrimental to the health, safety and well-being of pupils, staff and visitors;
- To undertake safety audits of the premises and Risk Assessments as required by the School Business Manager or Headteacher;
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records;
- To maintain appropriate records for Health and Safety matters;
- To check, at least monthly, all perimeter fences, security devices, fire appliances, and alarms are working and in good repair;
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded;
- To monitor, report and advise the SBM/Headteacher on all security matters;
- To be aware of all out-of-hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary, for the smooth operation of both school functions and outside lettings;
- To act as main key holder for the school on call-outs;
- To conduct a daily visual inspection of the school building and grounds for any potential hazards ensuring these are dealt with as soon as reasonably practicable;
- To ensure all work areas, particularly fire escape routes, are kept clear of obstructions;
- To check fire extinguishers are correctly placed and ready for use, and that annual inspection is carried out and recorded;
- 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 stopcocks 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.

### School Activity Programmes:

- To assist the Business Manager in the management, administration and operation of the lettings system;
- To assist the School Business Manager in conjunction with other staff in the co-ordination of all uses of the school site;
- To assist in the preparation of the premises for school events, reception of visitors, car parking etc;
- To liaise with the school meals service, Milk and Fruit supply contractors in relation to their use of the site and provision of their service;
- To liaise with the Admin Assistant/School Business Manager over lettings and bookings of the premises which fall outside of contracted hours;
- To ensure that furniture, materials and equipment are provided as required in the lettings agreements, and replaced afterwards;
- To ensure that the areas used are tidy and clean before and after use.

### Swimming Pool Maintenance:

To broadly include:

- Water Testing and balancing, adding chemicals as needed;

- Removing floating debris from the surface;
- Empty skimmer and pump baskets;
- Brush pool walls and vacuum the floor to remove dirt;
- Backwash or clean filters when pressure rises;
- Monitor equipment for proper function;
- Perform minor fixes on equipment or structure;
- Order, store, and handle chemicals safely;
- Ensure compliance with health & safety regulations, maintain equipment, and assist with emergencies;
- Log maintenance, chemical usage, and repairs; and
- Any other pool maintenance duties as required.

General:

- To maintain a log for request for work from all staff, and a response log;
- These documents will be used as a reporting system for the Governing Body
- To be responsible in conjunction with the School Business Manager for the administration and control of the building maintenance, caretaking and cleaning budget, to assist in the achieving of appropriate financial targets and to warn of any potential situations that may have a significant effect on the budget;
- To be an associate member of the Governors Resources Committee and to attend all appropriate meetings as requested by the School Business Manager;
- To attend meetings, training courses, study days and fire lectures as requested by the School Business Manager;
- Managing and maintaining relationships between our key stakeholders both internal and external;
- To maintain and develop our Eco School ethos including recycling and sustainability. This includes ensuring all electrical equipment is turned off at the end of the day in order to save energy;

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.**

# Premises Manager – Person Specification

## Qualifications and Training

### Essential

- Good standard of general education (GCSEs or equivalent, including English and Maths)
- Evidence of relevant premises, facilities, caretaking or site management training
- Willingness to undertake further training as required, including pool operator qualifications

### Desirable

- Recognised Site or Facilities Management qualification (e.g. IOSH, IWFM)
  - Pool Plant Operator Certificate (PPO) or equivalent
  - Health & Safety qualification (e.g. IOSH Working Safely / Managing Safely)
  - Electrical, plumbing, heating or mechanical qualifications
  - First Aid at Work qualification
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## Experience

### Essential

- Experience of premises or facilities management, caretaking or estates work
- Proven experience of:
  - Building maintenance and repairs
  - Health and safety compliance
  - Risk assessments and safe systems of work
- Experience of supervising contractors and monitoring works
- Experience of maintaining accurate records and compliance documentation

### Desirable

- Experience working in a school or educational setting
  - Experience of swimming pool maintenance, including:
    - Pool plant operation
    - Water testing and chemical dosing
    - Cleaning and routine maintenance
  - Experience of managing budgets or ordering supplies
  - Experience of line-managing or supervising staff
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## Knowledge and Understanding

### Essential

- Knowledge of:
  - Health and Safety at Work legislation
  - COSHH regulations
  - Fire safety, legionella awareness and asbestos management
- Understanding of safeguarding responsibilities in a school environment
- Understanding of site security and access control

### Desirable

- Knowledge of:
  - Swimming pool safety standards and guidance
  - Pool water quality management

- Use and storage of pool chemicals
  - Understanding of:
    - School compliance frameworks (e.g. Ofsted expectations)
    - Environmental sustainability and energy management
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## Skills and Abilities

### Essential

- Ability to carry out routine maintenance, minor repairs and emergency response
- Competence in pool testing, monitoring and record-keeping (or willingness to be trained)
- Strong organisational skills and the ability to prioritise workloads
- Ability to work independently and use initiative
- Effective communication skills, oral and written
- Ability to maintain accurate logs, checks and compliance records
- ICT skills for basic systems (email, compliance software, spreadsheets)

### Desirable

- Ability to plan and support lettings and community use of facilities
  - Problem-solving skills related to building and plant faults
  - Ability to train or support other staff in safe use of facilities
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## Personal Qualities

### Essential

- Reliable, trustworthy and conscientious
- Calm and effective under pressure, including in emergency situations
- Commitment to high standards of health, safety and cleanliness
- Flexible approach to working hours (including early mornings, evenings or weekends where required)
- Commitment to safeguarding and promoting the welfare of children and young people

### Desirable

- Positive, solution-focused approach
  - Pride in maintaining a safe, welcoming school environment
  - Commitment to ongoing professional development
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## Safeguarding

- This post is subject to an enhanced DBS check
- The postholder must comply with all safeguarding policies and procedures and promote a culture of safeguarding at all times