



JOB DESCRIPTION

POST TITLE: PREMISES MANAGER
GRADE: SC 4 £24,294-£25,979
HOURS: 37 HOURS PER WEEK, ALL YEAR, SPLIT SHIFTS (7-10.30AM & 2-6PM)

MAIN PURPOSE OF THE JOB:

To be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school/site locations.

KEY DUTIES AND RESPONSIBILITIES:

- Maintain premises security such that key holding procedures are observed and that the premises remain as secure as is practically possible.
- Supervise school cleaners in terms of allocation of work and checking of work quality.
- Undertake cleaning duties to support cleaning operatives and ensure high standards of cleanliness are maintained across school.
- Respond to and accurately record all callouts, liaising with the security force and police as appropriate and make the premises secure after break-ins.
- Monitor, operate and maintain appropriate site security systems including opening and closing the building at the beginning and end of a school day, lettings outside school hours and respond to callouts as necessary in order to provide satisfactory security arrangements.
- Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills.
- Undertake the role of Fire Marshall.
- Ensure the safe storage of materials covered by the COSHH regulations.
- Ensure stringent health and safety provision and adherence to safe working practice.
- Contribute to the completion of risk assessment of security risks to the designated multi school/site premises (grounds, premises and contents) including vandalism/arson.
- Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person.
- Ensure lights and other equipment are switched off as appropriate.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Assist in the safe and effective use of specialist equipment and materials.
- Undertake portage of stock, furniture and equipment as required.
- Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.
- Responsible for the operation of a preventative planned maintenance programme and for routine inspections of designated buildings, fixtures, fittings, furniture, premise and grounds to access for minor work or repairs to be carried out to maintain safe and satisfactory conditions.
- Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.
- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
- Supervise and monitor the cleanliness of the designated school/site premises
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated multi school/site premises
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to facilities and feels valued, respecting their social, linguistic, religious and ethnic background
- Contribute to the organisations ethos, aims and development/improvement plan.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Recognise own strengths and areas of expertise and use these to advise and support others.

- Undertake professional development and safeguarding training when requested, and be proactive in identifying own areas for further development to support you in the role.

Note: Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

The post is subject to Enhanced Disclosure.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.

The details contained within this job description reflect the principal responsibilities and tasks of the job at the date it was prepared, and are not intended to be exhaustive. However it is inevitable that, over time, the nature of the job may change. The need for flexibility, accountability and team working is required. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed. The Trust will revise this job description from time to time and will consult the post holder/s at the appropriate time.