



PREMISES MANAGER – JOB DESCRIPTION

Job title: Premises Manager

Hours: Permanent Part-time: 7:00-9:00am Monday to Friday (10 hours per week).

Required from: September 2nd 2019

Post accountable to:

1. The Premises Manager is accountable to the School Business Manager /Headteacher or other senior Manager appointed by the Headteachers as appropriate.
2. The Premises Manager will liaise with the Caretaking and Premises Support Services.

Grade 4 - 5: £17,681 (point 14) to £19,446 (point 19) **pro rata** £9.16 per hour to £10.08 (depending on experience)

Contract: **Term time only** but with some flexibility for overtime to undertake some holiday maintenance work and to accommodate lettings by mutual agreement.

Overtime: **By arrangement and consent of the Headteacher.**

Driving Licence: **The post-holder will be required to have a full and current driving licence.**

Confidentiality: **The Premises Manager is required to respect the confidentiality of all matters relating to the school, pupils and staff.**

Probationary Period: **The post is subject to the satisfactory completion of a 6 months' probationary period.**

Function & purpose:

- To be responsible for the effective security of the school and its property.
- To ensure that the whole school environment and support services are maintained to a satisfactory and acceptable standard in line with health and safety legislation, to provide a safe environment for children, staff and all other users, liaising with contractors as necessary.
- To be a link between contract cleaners and school to ensure the school is clean and tidy.
- To undertake periodic, basic gardening, for example weeding, planting, strimming, small amount of grass cutting (garden area is of minimum size).

Duties:

Building Maintenance and Management

1. 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.
2. To recommend to the Headteacher programmes of site and/or buildings improvements and assist the Line-manager with the preparation of specifications, selection of tenderers and the adjudication of tender bids for minor works. (School projects).
3. To ensure that either directly or by negotiation with contractors, urgent minor repairs to the school's buildings are undertaken and liaise with contractors working on site.
4. To organise and carry out minor improvement, minor decoration work and undertake various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory:
 - a) Replace and/or repair window and door furniture and fittings.
 - b) Lubricate, adjust, repair, replace and maintain all door closers and hinges.
 - c) Repair furniture, fixtures and fittings as required.
 - d) Repair or replace locks as necessary.

- e) Re-plaster damaged walls (small areas only).
 - f) Touch up and make good paintwork as required.
 - g) Minor plumbing maintenance and repair work.
 - h) Clear simple blockages in sinks/toilets/drains.
 - i) Clear all external gullies and channels within curtilage.
 - j) Clean internal windows on a rota basis
 - k) Clean fittings and diffusers, etc. of lighting equipment and re-lamp as necessary (with assistance if above 3m off floor).
 - l) Visible inspection of electrical equipment, and report to the Line Manager any defects
5. To undertake mechanical maintenance:
- a) Re-washer and/or reseal taps and ball-valves.
 - b) Keep inside of fan heater units free of dust.
 - c) Vent air from heating systems - but not pressured systems.
 - d) Check all systems for faults, broken components, etc.
 - e) Operate all systems to assist in the maintenance of statutory environmental conditions (asbestos register / monitor).
 - f) Carry out frost protection measures where necessary.
 - g) Carry out routine cleaning of boiler surfaces and flues.
 - h) Report any unusual characteristic of all engineering systems which develop, and require specialist attention.
 - i) Provide means of access to building for specialist contractors and attend as necessary.
- The above duties must be carried out in accordance with Health and Safety legislation including the Code of Safe Working Practice for Caretaking and Cleaning Staff.
- 6. To advise the Line-manager on matters relating to energy control and conservation.
 - 7. To maintain weekly computerised records of services consumption, e.g. water, electricity and gas.
 - 8. To be responsible for systems of directions and signs throughout the premises.

Caretaking

- 1. To open up the school and undertake visual health and safety checks to ensure the school and site are safe for all users.
- 2. To be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal hours.
- 3. 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 and snow is cleared from these.
- 4. To ensure the maintenance and distribution of adequate stocks of all caretaking and cleaning materials/equipment.
- 5. To assist in ensuring the satisfactory receipt, distribution, collection and despatch of goods.
- 6. To ensure the responsible operation, care and maintenance of all equipment and tools associated with caretaking, maintenance work.
- 7. To empty playground bins.
- 8. To empty the dishwasher.

Security

- 1. 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. N.B. When other staff have free access to the premises the Headteacher will lay down reasonable rules for observance by such persons for the security of the premises.
- 2. To maintain, securely a full set of school keys, and operate the school key register system.
- 3. To recommend to the Headteacher any suitable and appropriate improvements to the security of the building and to report any breaches of security.

Health and Safety

- 1. To advise the Line-manager on all relevant caretaking and cleaning 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.

2. To undertake safety audits and checks of the premises including Risk Assessments as required and to support update of relevant policies
3. To oversee and monitor the electrical (PAT) testing of portable electrical appliances and to maintain the appropriate records.
4. To carry out fire alarm, emergency light and water testing as instructed by the Line-manager and to maintain the appropriate records.
5. Attend relevant compliance/Health and Safety testing/Premises Development Plan meetings/Governor Health & Safety reviews.

School Activity Programmes

1. To assist the Line-manager in the management, administration and operation of the lettings system.
2. To assist the Line-manager in conjunction with other staff in the co-ordination and assist in the preparation of all uses of the school site e.g. school events etc.
3. To liaise with the school meals service contractors in relation to their use of the site and provision of their service.

Gardens and Grounds Maintenance

1. To organise and participate in the maintenance of school flower beds and small areas of grass not covered by the grounds maintenance contract.

Other

1. To attend meetings, training courses as directed by the Line-manager.
2. To liaise with the management and instigate new systems and methods of working when required.
3. To support management of visitor/parent car park area as directed.
4. 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.