



Brandon Primary School Job Description / Person Specification

1. POST TITLE: Premises Manager

2. POST NUMBER:

3. GRADE: 5

Job Evaluation Reference Number: A6069

4. LOCATION:

5. RELEVANT TO THIS POST:

Disclosure & Barring Service: Subject to DBS enhanced disclosure

6. ORGANISATIONAL RELATIONSHIPS:

The post holder will be accountable to the Headteacher

DESCRIPTION OF ROLE:

The Premises Manager at Brandon Primary School is responsible for maintenance, security and facilities management on the whole school site and all premises. In addition they must ensure high standards of hygiene and Health and Safety are maintained at all times.

7. DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:

Listed below are the responsibilities this role will be primarily responsible for:

- To be responsible for ensuring the site is accessible when needed and secured correctly, following appropriate procedures when not in use
- To be responsible for regular security checks to identify security risks and carry out site inspections to ascertain maintenance requirements and report findings to the appropriate member of the leadership team to ensure appropriate action can be undertaken
- To be responsible for fire safety equipment and carry out fire drills to ensure health and safety regulations are complied with and both staff and pupils are aware of fire drill procedures in the event of an actual fire incident
- Operate and respond to alarm systems as appropriate and check that alarm systems are working correctly to meet with Health and Safety regulations and procedures
- In the event of emergencies, temporarily secure premises e.g. board up broken windows etc. and liaise with senior staff regarding callout procedures to ensure premises can be secured appropriately as quickly as possible
- Liaise with staff using the premises for out of hours activities to ensure premises are secured correctly after use
- Responsible for the overall maintenance of the swimming pool including carrying out daily swimming pool inspection, checks and records and attend relevant training

- Monitor consumables and stock and/order supplies in conjunction with the Cleaning Supervisor across the whole school and swimming pool
- To be responsible for ensuring simple joinery/handyman repairs and maintenance duties are undertaken such as painting and repairing/maintaining fixtures and fittings, erecting shelves etc to ensure premises and fittings are safe and fit for purpose
- To be responsible for ensuring simple plumbing repairs are undertaken when required such as unblocking sinks and drains, replacing tap washers etc to ensure sanitary facilities are in good working order
- To be responsible for carrying out routine inspections of premises and grounds, fixtures, fittings etc. to assess maintenance/repair needs and health and safety risk assessments and take appropriate action regarding findings
- Operate and maintain the heating system, to ensure a comfortable warm environment is provided for staff and pupils and also with consideration to energy conservation
- Operate and maintain the lighting system, ensuring light bulbs are replaced when required to ensure adequate lighting is maintained to meet with needs
- Oversee and monitor the safety testing of portable electrical appliances and the annual fire equipment testing. Maintain accurate and up to date records to meet with regulations and procedures
- Oversee emergency cleaning duties i.e. graffiti removal etc. when necessary to ensure the school is maintained to a high standard
- Co-ordinate deliveries to the school, ensuring all paperwork is in order
- Ensure all specialist sports equipment including swimming pools are maintained to a high standard and any issues are reported to the appropriate person
- To supervise the directly employed premises staff to ensure work is carried out thoroughly, methodically and to the required standard
- To liaise with the senior leadership team regarding premises, so that any problems/maintenance issues can be discussed and resolved
- To carry out any porter duties such as moving furniture etc. as required assisting with the efficient running of the school
- Provide support to facilities and premises project management including procurement, refurbishment works, liaising with external contractors
- To ensure all areas are kept clean, free of litter and weeds and paths gritted or salted when applicable to ensure the environment is safe for use
- To be responsible for Annual Health and Safety Audit Risk Assessment
- To attend any training courses relevant to the post, ensuring continual personal and professional development
- To work as part of a team
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
- Maintain accident records as required.
- The Post holder may undertake any other duties that are commensurate with the post
- To be responsible for the operation of a planned preventative maintenance programme and ensure routine maintenance inspections of buildings, fittings, fixtures, premises and grounds are carried out to identify areas requiring maintenance and repair to ensure work can be carried out efficiently

The generic responsibilities which will be undertaken in support of the above work include the following:

Confidentiality and Induction

- Facilitate lettings and carry out associated tasks, in line with local agreements

- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.

These include:

- a) Fire safety – Fire drills, call points, escape routes, emergency exits, firefighting equipment, housekeeping, fire alarm tests
 - b) Legionella testing
 - c) Meter readings
 - d) Ladders and working at height equipment safety inspections
 - e) COSHH Register
 - f) Alarm tests
- Carry out gate patrols at the beginning and end of the school day
 - Maintain the perimeter and grounds of the school carrying out daily inspections and reporting/rectifying any defects
 - Access roof area to maintain gulley's and drainage works in and around the school site (not requiring specialist cleaning equipment)
 - Receive deliveries to the school site
 - Collect and assemble waste for collection.
 - Operate BMS system efficiently, and presenting data analysis reports on energy usage

Individuals in this role may also:

- Provide training on health and safety issues to other premises staff
- Handle small amounts of cash for the purchase of materials to carry out repairs

8. COMMON DUTIES AND RESPONSIBILITIES:

9.1 Quality Assurance

To set, monitor and evaluate standards at individual, team performance and service quality so that the school's requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 Communication

To establish and manage the team communications systems ensuring that the school's procedures, policies, strategies and objectives are effectively communicated to all employees.

9.3 Professional Practice

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school's stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 Health and Safety

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 General Management

To provide vision and leadership to employees within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the school's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 Financial Management

To manage a designated budget (as required) ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 Appraisal

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

9.8 Equality and Diversity

To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

9.9 Confidentiality

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

9.10 Induction

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

9.11 Safer Recruitment

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

School: Brandon Primary School

Person Specification

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • 4 GCSE's or equivalent in English and Maths 	<ul style="list-style-type: none"> • IOSH / H&S Qualification • First Aid training qualification • NVQ 2 or equivalent qualification 	<ul style="list-style-type: none"> • Application form • Selection Process • Certificates
Experience	<ul style="list-style-type: none"> • Experience of caretaking or premises management, building cleaning or building management • Use of general cleaning equipment • Taking responsibility for security of a building • Experience of managing COSHH 	<ul style="list-style-type: none"> • Use of commercial cleaning equipment • Use of commercial site maintenance equipment • Experience of working in a school or education setting • Experience of BMS system and reporting 	<ul style="list-style-type: none"> • Application form • Selection Process • References
Skills/knowledge	<ul style="list-style-type: none"> • To be able to carry out DIY and handyperson general repairs without guidance • Ability to lift and carry items • Ability to work at heights (roof access will be required) • Ability to follow and comply with instructions on equipment and/or materials usage • Ability to manage BMS systems and reporting • Ability to manage COSHH • Willingness to work as part of a team • Ability to work to deadlines • Ability to manage own work effectively 	<ul style="list-style-type: none"> • Experience of swimming pool maintenance • Completed Pool plant operators course • Plumbing / Joinery skills 	<ul style="list-style-type: none"> • Application form • Selection Process • References

Personal
Qualities

<ul style="list-style-type: none"> • Able to use own initiative • Ability to carry out health and safety checks and maintain relevant records • Knowledge of fire safety legislation • Computer literate, good ICT skills • Basic level of administrative skills • Knowledge of Security systems • Knowledge of relevant H&S policies/code of practice/legislations including COSHH, manual handling procedures and precautions • Willingness to participate in development and training opportunities • Ability to manage swimming pool maintenance • Good communication skills 		
<ul style="list-style-type: none"> • Willing to work outside of normal hours if required. 		<ul style="list-style-type: none"> • Application form • Selection Process • References

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- *motivation to work with children and young people;*
- *ability to form and maintain appropriate relationships and personal boundaries with children and young people;*
- *emotional resilience in working with challenging behaviours;*
- *attitudes to use of authority and maintaining discipline;*

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.