

Esh Winning primary School

Job Description

Premises Manager

**These are the main duties and responsibilities:**

Key Duties

1. To be responsible for ensuring the site is accessible when needed and secured correctly, following appropriate procedures, when not in use.
2. Act as a designated key holder, providing out of hours and emergency access to the school site.
3. Contribute to the management of the premises budget.
4. 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.
5. To be responsible for fire safety equipment and carry out fire drills to ensure health and safety regulations are complied to and both staff and pupils are aware of fire drill procedures in the event of an actual fire incident.
6. 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.
7. 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.
8. Liaise with staff using the premises for out of hours activities to ensure premises are secured correctly after use.
9. To be responsible for CCTV and surveillance equipment and liaise with police/other emergency services, security and surveillance contractors when necessary i.e. regarding vandalism to premises or attempted break in etc.
10. To be responsible for ensuring 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.
11. 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.
12. 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.
13. Operate and maintain the heating system including the Building Maintenance System, to ensure a comfortable warm environment is provided for staff and pupils and also with consideration to energy conservation.
14. Operate Biomass Boiler and ensure system is safe and effective, including weekly cleaning, combustion chamber checks and log keeping. Report any findings to relevant engineers. Monitor fuel consumption i.e. pellets.
15. Operate and maintain the air handling units.
16. Operate and maintain the lighting system, ensuring light bulbs are replaced when required to ensure adequate lighting is maintained to meet with needs.
17. 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.
18. Oversee emergency cleaning duties i.e. graffiti removal etc. when necessary to ensure the school is maintained to a high standard.
19. Monitor consumables/stock and order supplies when needed. Co-ordinate deliveries to the school, ensuring all paperwork is in order.
20. Ensure all specialist sports equipment is maintained to a high standard and any issues are reported to the appropriate agency.
21. To supervise the directly employed premises staff to ensure work is carried out thoroughly, methodically and to the required standard.
22. To liaise with the senior leadership team regarding premises, so that any problems/maintenance issues can be discussed and resolved.
23. To carry out any porter duties such as moving furniture etc. as required assisting with the efficient running of the school.
24. Provide support to facilities and premises project management including procurement, refurbishment works, liaising with external contractors ensuring Health and Safety regulations are adhered to. When required seek quotes and meet potential contractors.
25. 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.
26. To be responsible for Annual Health and Safety Audit Risk Assessment.
27. Perform duties in line with Health and Safety regulations (COSHH) and take action where hazards are identified. Provide training on health and safety issues to other premises staff.
28. Facilitate lettings and carry out associated tasks, in line with local agreements. Ensure Community area of building is maintained to a high standard of hygiene and safety.
29. Handle small amounts of cash for the purchase of materials to carry out repairs.
30. Hold First Aid at Work certificate or willing to undertake qualification.
31. To attend any training courses relevant to the post, ensuring continual personal and professional development.
32. Role requires working with a team.
33. Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
34. Maintain accident records as required.
35. The Post holder may undertake any other duties that are commensurate with the post.