

***Easington Colliery Primary School***

**Job Description**

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| **Post:** | Premises Manager |
| **Grade:** | 5 |
| **Location:** | Easington Colliery Primary School |
| **Responsible To:** | School Business Manager/ Headteacher |
| **Job Purpose** | The Premises Manager is responsible for the maintenance, security, cleaning, premises health and safety and facilities management on the whole school site (including Easington Colliery Primary School and the Nursery Unit within Easington Family Centre). In addition they will supervise the premises team. |

**Duties and Responsibilities**

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

* Supervision of the premises team to include caretaker and cleaners to ensure high standards of cleanliness and hygiene are maintained at all times.
* To be responsible for premises-related health and safety policies and risk assessments ensuring they are up to date and shared with appropriate staff
* Ensure the buildings are well maintained by arranging for small capital works/repairs with contractors and tradespeople.
* Ensure that outsourced repairs/maintenance provide value for money and seek quotes for work as instructed.
* 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
* Monitor consumables and stock and/order supplies in conjunction with the Caretaker across the whole school site and monitor associated budgets
* 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
* Carry out and oversee 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
* Be responsible for a small cleaning area within school
* 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 are maintained to a high standard and any issues are reported to the appropriate person
* 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
* 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 in conjunction with the Health and Safety Advisor and School Business Manager
* 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
* 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:

1. Fire safety – Fire drills, call points, escape routes, emergency exits, firefighting equipment, housekeeping, fire alarm tests
2. Legionella testing
3. Meter readings
4. Ladders and working at height equipment safety inspections
5. COSHH Register
6. Alarm tests

* Carry out gate patrols as required
* 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 school staff including fire evacuation procedures
* Handle small amounts of cash for the purchase of materials to carry out repairs
* Drive the school mini bus for class trips etc.

1. **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 date 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 School Business Manager/ Head Teacher.

**February 2021**