

JOB DESCRIPTION

Post Title: Premises and Health and Safety Manager	Director/Service/Sector: Schools	Office Use
Band: Band 6	Workplace: James Calvert Spence College	JSCS 1387
Responsible to: Business Manager	Date: February 2018	Manager Level:
Responsible for: Grounds warden, Caretakers, Cleaners		
Job Purpose: Responsible for the planning, operation and monitoring of Health & Safety and premises services across the school. Responsible for budget monitoring and evaluation of key budgets.		
Resources	Staff	Supervision of a number of staff including recruitment, appraisal & training
Finance	Money Handling and Income Generation, Managing and Evaluating Budgets and Procurement Protocols.	
Physical	Office Equipment, School Buildings and Security, Accuracy and Security of Databases	
Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Contractors, Visitors, Members of the Public, Local Authority and Government Agencies)	
Duties and key result areas: Carried out in accordance with the requirements of the Business Manager and EHT, these include but are not restricted to:		
Health & Safety Management 1. Support the Business Manager with the overall management of Health & Safety. 2. Act as the School Safety Co-ordinator including: day-to-day co-ordination of Health & Safety at both sites; planning, implementation and monitoring of Health & Safety processes and systems; liaison with all staff with Health & Safety co-ordination roles; undertaking site walks in conjunction with the Business Manager; liaison with the Council’s Health & Safety Team for specialist advice; supporting an effective Health & Safety culture amongst pupils and staff; providing a Health & Safety induction for all new staff. 3. Act as the Fire Co-ordinator with responsibility for devising and coordinating fire drills, maintaining records in the Fire Logbook and ensuring appropriate fire precautions and systems are in place. Also, ensure compliance under the Regulatory Reform Order (RRO) 2005 and that Fire Risk Assessments are completed for the sites. 4. Act as the Accident and Incident Co-ordinator ensuring all accidents, incidents and near misses are reported and recorded accurately under local and statutory procedures, are appropriately investigated and remedial actions/revised risk assessments put in place. 5. Act as the Manual Handling Co-ordinator including undertaking on-the-spot assessments and completing written risk assessments for activities which involve a significant risk of injury, providing advice and guidance to others as necessary. 6. Undertake pupil and staff risk assessments and develop personal emergency evacuation plans, including those for students and staff with special educational needs or disabilities, to ensure their safety and well-being, providing advice to staff on any changes to the environment, working practices etc. Act as the Risk Assessment Coordinator for the school.		

7. Work collaboratively with all staff responsible for Health & Safety management/co-ordination across the school to support the Business Manager to achieve an effective approach to safety management including attending meetings of the Health & Safety Management Team and liaising with the link governor for Health & Safety as required.

Premises Management

1. Line manage all support staff within the Premises team, including recruitment, induction, appraisal, training and mentoring.
2. Develop and monitor efficient procedures and management information systems to ensure the effective provision of premises.
3. Deploy resources to ensure whole school needs are met and the Senior Leadership Team has adequate support.
4. Identify the need for, select and manage physical resources, including management of the revenue budget for repairs and maintenance, equipment and consumables and make recommendations regarding the effective use of the Devolved Formula Capital (DFC) budget.
5. Manage contractors on site for repairs, maintenance and new capitals work and arrange supervision whilst on site, including completion of N1 forms for capital works, HSC1 forms and hot work permits. Consultation with external officers and the link governor when necessary.
6. Manage procurement of relevant goods and services including for repairs and maintenance and capital works in consultation with the Business Manager.
7. Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies.
8. Be responsible for the provision of specialist advice and guidance to SLT/Governing Body etc. on national and local guidelines/policy/statute etc.
9. Interpret matters of policy/procedure/statute to ensure the schools' compliance and initiate appropriate action arising.
10. Develop work specifications and monitor and evaluate service contracts including any Property SLA's.
11. Be responsible for the management of all statutory maintenance across the two sites.
12. Be responsible for the management of facilities, including use of premises by school and community e.g. community groups, major building works and projects etc.
13. Be responsible for the management of expenditure from the premises budgets in consultation with the Business Manager.
14. Ensure effective Health & Safety within caretaking and cleaning services, by implementing required arrangements for risk assessment, fire procedures, COSHH etc.
15. Contribute to reports for Governing Body and relevant Committee meetings.
16. To monitor the amount of gas, electricity, biomass fuel and water consumed, ensuring that effective use of energy conservation measures are in operation.
17. Be responsible for the security of the property.
18. Use the school minibus or hired vans to transport furniture, equipment and deliveries between sites and from other locations
19. Perform the general duties of a premises/site manager including:
 - Undertake portorage tasks when required
 - Set out and put away tables and chairs whenever necessary
 - Receive deliveries and distribute parcels.
 - Ensure the general tidiness of the school
 - Move equipment and miscellaneous item about the sites

General Responsibilities

1. Be aware of and comply with policies and procedures relating to relating to safeguarding of children/vulnerable adults, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 2. Be aware of and support difference and ensure equal opportunities for all.
 3. Contribute to the development and implementation of the overall ethos/work/aims of the school.
 4. Develop constructive relationships and communicate with other agencies/professionals.
 5. Participate in training and other learning activities and performance development as required.
 6. Recognise own strengths and areas of expertise and use these to advise and support others.
 7. To undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post.
- These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Work Arrangements.

Transport requirements:	Ability to travel between sites, using own transport at times.
Working patterns:	Required to use own transport to attend meetings both within and out-with the County.
Working conditions:	Usually office hours 8.30am-4.30pm but need to also work varied hours within school opening hours as necessary. Mainly office-based but with time spent outdoors. Involves access to roof spaces, confined areas, boiler house, areas with dangerous chemicals etc.

PERSON SPECIFICATION

Post Title: Premises and Health & Safety Manager		Director/Service/Sector: James Calvert Spence College	Ref: JCSC 1387
Essential		Desirable	Assess by
Knowledge and Qualifications			
QCF Level 4 or equivalent qualification in a relevant discipline or significant equivalent experience and “off-the-job” training Good numeracy and literacy skills (QCF level 2 or above e.g. GCSE English and Maths at Grade C or above) Knowledge of financial procedures including income and expenditure and principles of budget monitoring. Health & Safety qualification e.g. NEBOSH or at Tech IOSH level, or evidence of working towards Knowledge of Health & Safety legislation, policies and procedures.	Degree or equivalent in a relevant discipline Member of IOSH and evidence of ongoing CPD National Pool Management Qualification or equivalent Knowledge of school premises standards, facilities management protocols and site management regulations	(a), (c), (i)	
Experience			
Working in a multi-disciplinary business environment at a supervisory/managerial level. Experience of working in one or more of the following disciplines: Health & Safety, site management, facilities management. Experience of working with other agencies and professionals. Experience of formulating and implementing policy and procedures. Experience of business planning and working within budget constraints	Experience of training others in Health & Safety Experience of site management and supporting the management of capital projects. Working in an educational establishment at managerial level. Experience of managing budgets. Experience of the procurement of goods for repairs, maintenance and capital works. Experience of advising on education visits.	(a), (i)	
Skills and competencies			
Ability to motivate and influence others Excellent ICT skills and ability to develop effective systems and procedures High level of interpersonal skills, particularly: <ul style="list-style-type: none">• Negotiation skills in dealing with external contractors on capital projects and organising repairs and maintenance• Customer care skills in dealing with community learning users and premises hirers• Listening skills• Writing skills	Experience of ICT packages used in schools and ability to operate them with confidence e.g. SIMS, Oracle, Word, Excel Knowledge of electrics, plumbing or structural works and willingness to undertake repairs	(a), (i)	

Ability to plan events over an annual programme Ability to relate to both adults and children Ability to self-evaluate learning needs and actively seek out learning Ability to deal with a high volume of interruptions with many conflicting priorities including emergency situations that may threaten the safety of self and others.		
Other		
Willingness to participate in personal development	Evidence of learning beyond the work place	(i)