**Catchgate Community Primary School**

**Job Description**

Job Title: Premises Manager

Grade: Grade 5 Points 7-12 £20,092 - £22,183

**Key Duties**

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required
2. Act as a designated key holder, providing out of hours and emergency access to the school site
3. Procure quotes for routine maintenance work on school premises
4. Contribute to the management of the premises budget
5. Be responsible for other site staff including cleaning staff and grounds persons
6. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
7. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
8. Arrange emergency repairs using the PHD website
9. Arrange regular maintenance and safety checks (see point 15)
10. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
11. Responsible for the overall maintenance of the swimming pool including carrying out daily swimming pool inspection, checks and records
12. Monitor consumables and stock and/order supplies across the whole school and swimming pool
13. Undertake general portage duties, including moving furniture and equipment within the school
14. Facilitate lettings and carry out associated tasks, in line with local agreements
15. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
16. 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
7. Carry out gate patrols at the beginning and end of the school day
8. Ensure the operation and maintenance of specialised equipment following training, for example swimming pools and sports/theatrical equipment
9. Maintain the perimeter and grounds of the school carrying out daily inspections and reporting/rectifying any defects
10. Maintain gulley’s and drainage works in and around the school site (not requiring specialist cleaning equipment)
11. Receive deliveries to the school site
12. Collect and assemble waste for collection.

**Individuals in this role may also:**

1. Provide training on health and safety issues to other premises staff
2. Handle small amounts of cash for the purchase of materials to carry out repairs
3. Maintain the upkeep of the school minibus