

## Job Description and Person Specification

### Job Description

<b>Job Title:</b>	<b>Premises Manager</b>
<b>Scale:</b>	Grade 6
<b>Hours:</b>	37 hours per week.
<b>Contract type:</b>	Permanent, Whole Time.
<b>Location:</b>	Designated school.
<b>Responsible to:</b>	Estates Manager/ Headteacher.
<b>Role Purpose:</b>	<ul style="list-style-type: none"> <li>To be responsible for maintenance, security and facilities services on school site and premises.</li> <li>Ensure that high standards of hygiene and health and safety are maintained at all times.</li> </ul>
<b>Generic responsibilities:</b>	<ul style="list-style-type: none"> <li>Maintain personal expertise, to be a role model and promote high expectations for all members of the Academies communities through your role within the structure.</li> <li>To model the values, ethos and vision of the Trust.</li> <li>Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person.</li> <li>Attend relevant meetings as required.</li> </ul>
<b>Specific responsibilities:</b>	<ul style="list-style-type: none"> <li>To lock /unlock school buildings and areas when required ensuring site is accessible when needed and secured correctly, following appropriate procedures, when not in use.</li> <li>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.</li> <li>To be responsible for fire safety equipment to ensure health and safety regulations are complied with.</li> <li>Act as Co-ordinator for planned fire drills and in the event of a live incident. Responsible for the completion of the fire drill checklist and liaising with SLT after the event to discuss actions required. Responsible for checking the panel and identifying the source.</li> <li>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.</li> <li>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.</li> <li>Liaise with staff using the premises for out of hours activities to ensure premises are secured correctly after use.</li> <li>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. Reporting to Estates Manager.</li> <li>Assist the Estates Manager with the rolling maintenance plan, routine inspections of premises &amp; grounds, fixtures &amp; fittings, identifying and ensuring repairs and maintenance duties are undertaken such as painting, repairing, maintenance etc. to ensure the premises and fittings are safe and fit for purpose, following health and safety guidance/legislation.</li> <li>To be responsible for ensuring repairs and maintenance duties are undertaken such as plumbing, painting and repairing/maintaining fixtures and fittings, erecting shelves etc. to ensure premises and fittings are safe and fit for purpose. Liaise with Trust preferred contractor for more serious issues.</li> <li>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.</li> <li>Operate and maintain the lighting system, ensuring light bulbs are replaced when required to ensure adequate lighting is maintained to meet with needs.</li> <li>Co-ordinate and monitor the safety testing of portable electrical appliances (bi-annual) and the annual fire equipment testing (using the Trust preferred contractors). Maintain accurate and up to date records to meet with regulations and procedures.</li> <li>Co-ordinate emergency cleaning duties i.e. graffiti removal etc. when necessary to ensure the school is maintained to a high standard.</li> </ul>

	<ul style="list-style-type: none"> <li>• Co-ordinate deliveries to the school, ensuring all paperwork is in order.</li> <li>• Ensure all specialist sports equipment is maintained to a high standard and any issues are reported to the appropriate person. Annual services to be scheduled using approved trust contractor.</li> <li>• To supervise, lead and manage delegated staff/ teams* to ensure work is carried out thoroughly, methodically and to the required standard, including performance management. *As delegated by the Estates Manager/ Headteacher.</li> <li>• To liaise with the senior leadership team regarding premises, so that any problems/maintenance issues can be discussed and resolved.</li> <li>• To manage budgets as designated by the Estates Manager.</li> <li>• To carry out any porter duties such as moving furniture etc. as required assisting with the efficient running of the school.</li> <li>• Provide support to facilities and premises projects obtain costings and prepare orders for management including procurement, refurbishment works, liaising with external contractors.</li> <li>• 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.</li> <li>• Maintain a register of risk assessments for health &amp; safety undertaken by the site team.</li> <li>• Ensure that a rolling programme of auditing risk assessments is implemented to ensure that they are still relevant.</li> <li>• Use and update the EVERY system as required (Compliance, Issues etc.)</li> <li>• To liaise with the Estates Manager 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.</li> <li>• To undertake first aid training and be an active member of the academy's first aid team and their arrangements.</li> </ul>
<p><b>Minibus responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• To lead on all aspects of minibus requirements as below.</li> <li>• Where appropriate licence is in place, transport students and staff safely to various venues as and when required.</li> <li>• Ensure that before driving the vehicle, it is in a fit and serviceable condition by carrying out daily and weekly routine checks as directed.</li> <li>• Ensure that the minibus is kept clean and in good condition, including, but not restricted to: <ul style="list-style-type: none"> <li>▪ Weekly cleaning of the bus, both inside and out.</li> <li>▪ Ensuring signs inside the bus are properly attached and in good condition.</li> <li>▪ Regular visual inspection/checking of tyres, lights, oil, water, fuel.</li> <li>▪ Ensuring that any additional work required is communicated immediately to your line manager.</li> </ul> </li> <li>• Ensure the Health and Safety and welfare of students whilst being transported.</li> <li>• Adhere to all Trust policies including Health and Safety guidelines for minibus drivers.</li> <li>• Complete any records of work, accident reports and any other records of vehicle utilisation that may be required by Law, the Transport Department, the Code of Practice or procedure manual.</li> </ul>
<p><b>Special Conditions:</b></p>	<ul style="list-style-type: none"> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.</li> <li>• The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health &amp; Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.</li> <li>• To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.</li> <li>• An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.</li> </ul>
<p><b>The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.</b></p>	

<b>Person Specification</b>		Essential	Desirable
Application	A well-structured letter of application indicating interests and strengths in the area.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Appropriate level of education with evidence of literacy, communication and numeracy skills.	*	
	NVQ Level 3 or its equivalent in a relevant area.	*	
	Completion of recognised manual handling training.		*
	Experience of performing basic maintenance tasks and the use of basic tools.		*
	Commitment to undertake further on the job training.	*	
	Hold a category D1 driving licence or commitment to achieving this	*	
Experience	Ability to use relevant technology, including tools, equipment and resources effectively to undertake the duties stated in the job description.	*	
	Ability to work unsupervised and under own initiative.	*	
	Able to follow instructions and have good attention to detail.	*	
	Able to work constructively as part of the wider School team.	*	
Qualities and Values	The ability to respond to and manage change.	*	
	Commitment to the equality of opportunity and the safeguarding and welfare of young people.	*	
	Good communication skills with the ability to relate effectively to all ages and abilities.	*	
	Clean and smart appearance.	*	
	Drive, commitment and enthusiasm.	*	
	Embody the ethos and values of the Trust.	*	
Personal Attributes	Ability to work under pressure and retain a sense of humour.	*	
	Ability to work as team member to achieve common goals.	*	
	Initiative, energy and perseverance.	*	
	Enthusiasm and self-confidence.	*	
	Personal presence and impact.	*	
	Ambition to go on to a position of responsibility.		*
Special Requirements	Be able to travel and work in designated schools across the Trust.	*	
	Be able to work flexibly in order to achieve time-bound objectives.	*	

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Work Related Assessment, Interview Process and References. Any relevant issues from references will be taken up at interview.