

## GLF Schools Job Description

<b>Job Title</b>	Cluster Premises Manager	<b>Job Reference</b>	
<b>Location</b>		<b>Travel required</b>	Travel between Cluster Schools.
<b>Accountable to</b>			
<ul style="list-style-type: none"> <li>Regional Estates Partner</li> </ul>			
<b>Accountable for</b>			
<ul style="list-style-type: none"> <li>Premises staff</li> <li>Contractors</li> </ul>			
<b>Core purpose</b>			
To be responsible for the effective and efficient management of the school buildings and grounds, caretaking support and site staff to ensure compliance with GLF Schools policies and statutory regulations across the cluster			
<b>Key Accountabilities</b>			
<ul style="list-style-type: none"> <li>To proactively manage school premises, buildings works and visiting contractors in line with GLF's Health and Safety policies and Estates procedures to ensure that school environments are safe, well maintained, secure and clean and provide a reliable and positive physical environment for all our children and staff.</li> <li>To actively promote health and safety amongst your team and colleagues, developing risk assessments and ensuring safe working practices as required.</li> <li>To organise and record the regular compliance inspections and maintenance required to meet regulations, reporting regularly to the Regional Estates Partner, and ensuring the implementation of any recommendations arising.</li> <li>In conjunction with the Regional Estates Partner and Headteacher, develop and implement strategic plans and planned maintenance schedules to improve the school sites in line with available budgets</li> <li>To line manage the site teams at each school, including managing day to day deployment and supervision, prioritisation of workloads, training and personal development, and cover</li> <li>Supervise and audit the school cleaning contractors to ensure standards are met and raise any issues</li> <li>To manage and maintain school security and school compliance computer systems.</li> <li>To actively encourage the use of the school site to external parties in order to generate income for the school.</li> <li>To manage premises contracts as requested by the Regional Estates Partner.</li> <li>To contribute to financial administration of maintenance budgets in line with GLF policies</li> <li>To continually review your work and be proactive in developing approaches to saving money and ensuring best value.</li> <li>To successfully participate in and complete all required training and take responsibility for personal and professional development</li> <li>Contribute to GLF schools by working across the trust, sharing your expertise and developing others.</li> </ul>			
<b>Specific Tasks</b>			
<ul style="list-style-type: none"> <li>To record and react to day to day maintenance requests by organising and liaising with contractors and supervising work.</li> <li>To undertake or organise minor repairs and decoration within your staff's capability and training.</li> </ul>			

- To be responsible for the effectiveness of heating and service installations.
- To undertake caretaking, portering and responsive cleaning and maintenance as required, including toilets and bodily fluids
- To manage site security and access, including unlocking and locking up as required
- Manage the intruder and fire alarm systems effectively.
- Assist in the management of external hirers of school premises.
- Organise and / or undertaking the arrangement, removal or relocation of classroom, office and general school furniture and equipment as necessary paying due attention to manual handling safe practices and maintenance of safe access / exit routes and walkways around the various halls, offices and classrooms.
- Managing effectively arrangements for purchasing, collecting, receiving and distributing deliveries of goods around the site in conjunction with the Regional Estates Partner and school finance staff.
- To manage ground maintenance and ensure the work is completed in accordance to the schedule or contract.

#### ***Whole School Ethos***

- To be an excellent role model for staff, students and parents.
- To play a full part in the life of the school community.
- To communicate with interested parties or agencies as necessary.
- To operate at all times within the stated policies and practices of the school and GLF Schools.
- To attend meetings and undertake duties as required.

#### ***Continual Personal Development (CPD)***

- To develop your department by contributing to and promoting good practice, encouraging your staff to be reliable, helpful, observant and proactive.
- To develop your understand of H&S and premises issues.
- To develop your staff's skills and capabilities.

#### ***Safeguarding***

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for an Enhanced DBS disclosure.