



## **JOB DESCRIPTION**

**Job title:** Devon Premises Manager  
**Reports to:** Estates Lead  
**Grade:** Torbay Pay Scale Grade H Spine 24  
**Hours:** 30 hours per week / 52 weeks per year

### **Main Purpose of Post**

The core purpose of the role will be to ensure that our organisation is well maintained and compliant, with a particular focus on our Devon schools. You will be part of our essential Estates Team ensuring that our buildings are maintained to a high quality and kept in a safe working condition. The role covers a number of varied tasks, where various practical skills are required.

You will be required to organise, manage and undertake both planned and reactive maintenance across the Devon estate, ensuring compliance with regulatory standards. The primary purpose of the Devon Premises Manager is to lead the Devon premises teams to maintain our Devon properties to a high level and to ensure our buildings are kept in optimum working condition.

To manage and monitor the premises of all ACE estates buildings and grounds in Devon and to liaise with contractors. To lead and direct Devon premises staff.

Contribute towards building a culture of high expectations in relation to health & safety and estates management.

Keep up to date with and understand relevant laws and regulations and monitor compliance against Trust policies and schemes of delegation

### **Main Duties and Responsibilities**

Premises and Facilities:

- To be responsible for the maintenance of Devon premises and property
- Maintain the buildings and premises across Devon, arranging all necessary repairs and improvements and undertaking all necessary administration procedures
- Manage the Devon premises and facilities teams with their day-to-day tasks by utilising the 'Every' System, where appropriate. This will include managing the implementation of estates related compliance.
- To oversee the security of the Devon Trust premises, buildings and grounds, including frequent routine and non-routine patrols and inspections
- To maintain a health and safety culture carrying out spot checks and reporting hazards following correct procedures in working in collaboration with the wider Operations Team
- To oversee premises and facilities contractors and ensure that the quality of work is of a high standard;
- To support the Facilities lead in undertaking regular inspections to ensure compliance and regular housekeeping by cleaning teams is maintained such as litter picking.
- Assist and maintain key signing systems and other administration systems



- Responsible for ensuring that the trust's vehicle fleet is fully maintained, safety checked, road legal and available and that all necessary documentation is recorded effectively to monitor this.
- To support the Facilities lead to manage the team of cleaners keeping staff motivated and each site covered
- To support the Facilities Lead to plan and implement deep cleaning during school holidays
- To be prepared to assist with maintenance and/or cleaning activities when operational needs arise
- Develop and maintain a culture of Health & Safety
- To undertake general portage duties across sites
- To be responsible for supervising outside agencies on site with regard to premises and facilities
- Identify and report preventative maintenance
- To obtain quotes, schedule works, and allow site access to external contractors
- Monitoring the emptying of bins and ensuring that storage bin areas are kept clean and tidy
- Manage, schedule, monitor and operate the mechanical systems for the Devon premises, including all aspects of the heating installation
- Support the Estates lead in implementing a works programmes for the Devon schools, and assist with monitoring and maintenance of contracts
- To review and prioritise works arising from external surveys and investigations for Devon schools and to liaise with the Estates Lead and Operations Administrator in implementing necessary works
- To ensure all compliance paperwork (e.g. water management plans) for Devon schools are up-to-date
- To support the Estates Lead with the implementation of premises related projects and the management of third-party contractors
- To support the Estates Lead in ensuring all orders for materials are generated in line with the Trust's ordering guidelines ensuring best value
- Attend regular meetings with the Estates Lead and wider premises and facilities teams
- Facilitate and lead regular meetings with the Devon premises team
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, and gas and power supplies for the Devon schools.
- To ensure that all fire and security systems are regularly maintained and tested, appropriate records kept and support the Estates Lead in ensuring all related policies and procedure are reviewed and updated as necessary.
- To liaise with school administrators/headteachers in relation to third-party lettings of Devon school premises

### **Site security**

- To oversee the key-holders register for Devon school premises
- Routine checking and reporting of each site perimeter security and non-routine opening and securing of buildings and grounds (including checking with H&S admins regarding updates on their daily checks of premises)
- Assist with ensuring that all security systems remain fully serviceable and in date for testing
- Have full knowledge of emergency procedures and be familiar with main contacts and ensure that any changes are communicated effectively

### **Health and Safety**



- Ensuring that protective clothing is worn and that safe methods are adopted, and that Health & Safety rules are adhered to
- To attend appropriate and relevant Health & Safety training courses
- Support in ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position
- Support in ensuring all site COSHH files are up to date and compliant
- Support in ensuring risk assessments are created and adhered to, where appropriate
- To be proactive in reducing potential health safety issues arising
- To respond in all instances where health and safety issues are raised and, where possible, to make safe

### **Expectations**

- To maintain the trust's values and ethos at all times
- To work at all times within the Code of Conduct and the Trust Safeguarding Policy
- As appropriate, to the post holder's duties must be carried out in compliance with the following:
  - Trust Equality Scheme
  - Information Security Policies
  - Financial Regulations
  - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
- To work flexibly as required and to undertake any additional hours to meet the needs of the business
- To maintain confidentiality of the Trust's affairs
- Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
- These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post
- Perform general administrative duties and undertake ad hoc projects as required
- Collaborate with central services and school colleagues across the Trust to further develop a culture of compliance.

### **Strategic Direction and Development of the School and the Trust:**

- Contribute to the Trust projects which aim to meet the aspirations of the Academies for Character and Excellence Vision Statement and The Trust Improvement Plan
- As a member of the Central Services Team, actively contribute to the development of the whole Trust
- Lead by example in helping to create a productive and professional Trust ethos
- To administer, control and manage operational affairs in the best interests of the Trust in compliance with regulatory and best practice procedures and long-term plans

**This role will involve manual labour, including maintenance and repair of premises and facilities.**



**This is a mobile role working across various schools in the Devon area and a company vehicle will be provided.**