

Job Description with Level Criteria Matrix

Post Title: Site Manager/ Premises Officer		Post Number: E9003
		Date: SEPTEMBER 2009
Department: Children & Young Peoples Services	Division / Branch: School/College	
Section: Facilities	Responsible to: Varies	

Overall Purpose of this Post:

To undertake strategic and operational management responsibility for the maintenance, security, health & safety and general administration of the School/College sites, their grounds, buildings, facilities and equipment ensuring they operate efficiently and effectively.

Major Objectives: These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.

1. To ensure efficient use and maintenance of the School/College site and buildings.
2. To maintain and implement adequate security measures and procedures for the site buildings and facilities.
3. To ensure that premises, grounds; cleaning, repair and catering equipment are maintained and developed in an effective and planned manner.
4. To provide an annual risk assessment and audit report with necessary recommendations of any actions needed.
5. To ensure that the necessary Legislative and Health & Safety requirements are met.
6. To ensure that the School/College maintains necessary licences and insurance for its activities and that it adheres to all relevant policies.
7. To ensure the effective implementation of repairs, maintenance and cleaning programmes.
8. To ensure that catering facilities meet the School/College's and statutory requirements.
9. To promote and maximise the use of buildings and facilities and income.
10. To implement, follow and promote energy conservation measures within the school.
11. To implement and promote the School/College's and Leicester City council's policies and procedures relating to all areas of employment and service delivery.

These are the highest level objectives, see "Level Criteria Matrix" for objectives at other levels.

P.T.O

Summary of job tasks: The tasks listed are, generally, only those taking at least 10% of the post holder's time.

1. Manages allocated human, material and financial resources, monitoring & reviewing budgets.
2. Looks after the site, buildings, associated fixtures and fittings, plumbing, heating, electrical and mechanical equipment, etc, including on-going usage, maintenance, repairs, liaising and monitoring external contractors.
3. Arranges security, cleaning, laundry, catering and minor repair or maintenance rosters, liaising with the relevant Emergency, Property & Technical Services as necessary.
4. Sets up and agrees call out arrangements and contracts with internal or external suppliers for emergency and necessary repair work and monitors contractors and the effectiveness of 'contracted out' services.
5. Maintains and provides appropriate records, procedures and management information for internal and legislative requirements.
6. Advises on the appropriateness and cost any facilities bookings/lettings and oversees such usage.
7. Carries out tendering, negotiation and costing procedures for the provision of goods, services and specific projects and acts as local project manager.
8. Arranges an annual audit and inventory of the fabric, equipment, facilities and energy conservation measures and produces recommendations as appropriate.
9. Attends appropriate necessary Governors, Leadership Team and other meetings, advising on and contributing to strategic planning, Health & Safety aspects and specific projects.

These are the highest level tasks, please see "Level Criteria Matrix" for tasks at other levels.

Is this post classified as "politically restricted", as in the Local Government and Housing Act 1989, either

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|----|---|-----|-----|
| a) | because of its salary level? or | Yes | No✓ |
| b) | because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? | Yes | No✓ |

Is this post subject to exemption from The Rehabilitation of Offenders Act 1974?	Yes✓	No
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	Job Requirements: Essential (E) or Desirable (D).	E/D
A. Training & Education	Literacy and numeracy sufficient to perform the tasks above. See Level Criteria Matrix attached for requirements at different levels.	E E
B. Experience	Basic D.I.Y. skills and able to carry out minor repairs to buildings and equipment. See Level Criteria Matrix attached for requirements at different levels.	E E
C. Equal Opportunity	Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.	E
D. Other Skills	Able to use own initiative, meet deadlines and make decisions in emergencies. Must be self-motivated and able to work on own initiative Ability to prioritise and deal with multiple on-going work tasks. Ability to deal with other staff and pupils in a polite and courteous manner. See Level Criteria Matrix attached for requirements at different levels.	E E E E
E. Other Conditions Including any hazardous or environmentally adverse conditions	Willing & able to deal with people from a variety of backgrounds & levels. Willing & able to work outside normal hours, and be on call for emergencies. Willing & able to attend training courses & obtain relevant certificates for the role. Willing & able to operate hand tools, cleaning machinery, etc & carry small loads. Must satisfy relevant pre-employment checks.	E E E E E

This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.

See Level Criteria Matrix attached for requirements at different levels.

Level Criteria Matrix

E9003 Site Manager/Premises Officer JD & Level Criteria

Element	Level 5 (ROLEID E9003a)	Level 4 (ROLEID E9003b)	Level 3 (ROLEID E9003c)
People Management	<p>As lower levels plus: Full management responsibility for up to 35 staff. Organises and monitors up to 6 contracted staff, i.e. that it is up to standard, it is done on time. Oversees staff from several suppliers/contractors, up to 15 workers when major work in progress.</p>	<p>As lower levels, plus: Full management responsibility for up to 10 staff. Supervision of 2-3 contractors, sometimes more if major refurbishment/building work project.</p>	<p>As lower levels, plus: Supervises up to 5 other staff, e.g. PO's, grounds staff, gardeners, caterers, etc, work & rostas. Organises & monitors repairs/refurbishment work, overseeing the outside contractors while on site. Manages, trains and supervises any allocated staff.</p>
Creativity required	<p>As lower levels, plus: Plans strategically & proactively, able to present issues/recommendations to the others. Compiles tenders & plans for building projects, maintenance, repair, supply etc. Manages and monitors any refurbishment or new building work in the School/College. Prepares, presents proposals and management of capital and revenue budgets.</p>	<p>As lower levels, plus: Assists manager in compiling tenders, ITT's etc and assessing subsequent bids. Contributes to future plans, e.g. refurbishment, repairs, etc. Explains how changes affects staff, e.g. posters, leaflets, awareness sessions, etc. Assists in capital and revenue budget preparation.</p>	<p>As lower levels, plus: Prepares and negotiates maintenance and repair contracts. Implements and updates of the regular maintenance schedules. Prepares reports & advice for manager/staff on facilities matters inc formal investigation. For short periods, acts as local H&S officer, advising or gaining advice.</p>
Contacts	<p>As lower levels, plus: Deals and negotiates with a full range of external & internal contacts on facilities matters, e.g. Property services, architects, contractors, etc to cost, propose, organise and monitor major works. Reports regularly to governing body and leadership team.</p>	<p>As lower levels, plus: Plans work with external suppliers and contractors. Advises the public, parents/carers and staff on the use of the facilities, lettings, special events, etc. Prepares reports for governing body and/or manager.</p>	<p>As lower levels, plus: Helps manager and contractors to plan any repair, maintenance, refurbishment work. Acts as the lead officer for Health & Safety in the school/college. Helps staff and external users to plan activities which use equipment and facilities.</p>
Decision making	<p>All lower levels, plus: Formally evaluates bids for major items of building/repair work. Project manages both costs and resources for major items of work. Provides advice and guidance on strategic facilities issues to the leadership team. Contributes to the School Improvement Plan each year. Budget manages all on-going facilities aspects of the School/College.</p>	<p>As lower levels, plus: Recommends closure of all or part of the School/College based on H&S & facility knowledge. Provides advice to external contractors whilst on site. Interprets and disseminates information to staff and users on any legislative, government guideline, etc changes. Risk Management and H&S, identifying issues, recommending solutions. Monitors costs within facilities function.</p>	<p>As lower levels, plus: - Recommends improvements or replacement of facilities equipment etc. Reports/deals with breakages, lack of supplies etc. Arranges/agrees external lettings and alternative arrangement when repairs/maintenance under way. Recommends closure of physical areas or discontinue use of facilities or equipment. Performs risk assessments and make recommendations.</p>

Level Criteria Matrix

E9003 Site Manager/Premises Officer JD & Level Criteria

Element	Level 5 (ROLEID E9003a)	Level 4 (ROLEID E9003b)	Level 3 (ROLEID E9003c)
Objectives	As lower levels, plus: Any major renovation/ new building work is planned with the minimum disruption. New building, renovation and maintenance contracts are made according to best value.	As lower levels, plus: Optimises usage and costs for on-going facilities. Pupils, staff and users are aware of the proper use of facilities and procedures in event of emergencies. Site, Buildings and Facilities works are planned with minimum disruption to activities.	As lower levels, plus: Staff, pupils and contractors are made aware of when work is being carried out. Staff know what is expected of them regarding alternative arrangements and work needed. Staff are aware of how to use equipment and when facilities are available.
Resources used or managed	As lower levels, plus: Solely responsible, including the budget, for all Site, Building, Equipment and Facilities matters. Large school, i.e. internal size of over 6,000 sq m. Site size over 100,000 sq m. Multiple buildings and often split sites. Responsible but little actual use of equipment.	As lower levels, plus: Responsible, under a senior manager for all, Site, Building, Equipment and Facilities. Medium size school, i.e. internal size up to 6,000 sq m. Site size up to 100,000 sq m. metres. Could be split sites and/or multiple buildings. Responsible for maintenance of infrastructure and most equipment in the school/college.	As lower levels, plus: Responsible for a designated area of a school or a small school. E.G. Site/ size under 75,000 sq m, buildings size under to 2,000 sq m. Shared/delegated responsibility with PO's on different shifts) or manager (if split shift working). Responsible for maintenance of infrastructure and most equipment in delegated area.
Interruptions and conflict situations & frequency	As lower levels, plus: Liaises on major items of work with the Head, affected Faculty Heads and teachers. Dealing with misunderstood agreements and/or last minute local difficulties. Only major problems will be referred to the postholder by other premises staff.	As lower levels, plus: Plans and organise several refurbishments each year. Day to day problems, assesses priorities, persuade staff to compromise, use temporary facilities, etc. Some longer term problems to solve, find alternatives, etc.	As lower levels, plus: Daily series of problems and some emergencies to deal with.
Physical effort & IT use required	As lower levels, plus: Compiles and controls Capital and Revenue budgets on spreadsheets and reports. Project plans, records and reports. Only occasionally have to repair equipment, clear toilets, drains, etc. Higher than average time spent walking around, standing etc. Substantial time spent at a desk/PC or in meetings, etc.	As lower levels, plus: Assists with building and monitoring revenue budgets. Maintains inventory, inspection, maintenance, repair agreements and logs. Visit/Inspection Logs. More desk/PC work, some attendance at meetings, etc.	As lower levels, plus: More desk work but primarily working standing up, walking, etc. Maintaining Site plans, e.g. for electricians, fire extinguishers, plumbing, lighting, etc. Maintains relevant records, e.g. repairs, accidents, staff, etc. Fire, Usage, Emergency procedures, instructions, posters etc.

Level Criteria Matrix

E9003 Site Manager/Premises Officer JD & Level Criteria

Element	Level 5 (ROLEID E9003a)	Level 4 (ROLEID E9003b)	Level 3 (ROLEID E9003c)
Working conditions	As lower levels:	As lower levels: Less time spent on repairs, etc.	As lower levels:
Risks encountered	As lower levels, plus: Some risk when inspecting major problems, dealing with emergencies etc. Sometimes involved in unpleasant tasks, see Level 1.	As lower levels, plus: Sometimes involved in unpleasant tasks, see Level 1.	As lower levels, plus: Major incidents – burst pipes, roof caving in etc – inspecting to identify what is needed. Often involved in unpleasant tasks, see Level 1.
Knowledge and Skill levels	As lower levels, plus: Graduate ability to enable strategic evaluation, planning & co-ordination of facilities improvements. CFM qualification or equivalent or equivalent experience and knowledge. A working knowledge of, and able to interpret various statutory & LA legislation and guidelines. Able to perform full capital and revenue budget management up to £50,000 to £500,000pa. ITT and commissioning procedures and practices. A wide variety of staff management and organisational skills.	As lower levels, plus: Knowledge/ability sufficient to advise on viability of long term plans and to make recommendations. MP accreditation or similar or equivalent experience and knowledge. Building Regulations and guidelines in detail and others e.g. H&S, Child protection, etc. Experience of being solely responsible for facilities and staff in an operational setting. Experience of organising new or refurbishment building work or repairs. Experience of setting up, monitoring and negotiating maintenance contracts.	As lower levels, plus: Qualification and/or substantial experience in more than one craft trade, e.g. plumbing, carpentry, etc. Health & Safety legislation, and local policy, procedures and guidelines. Relevant Building regulations knowledge. Experience of understanding and applying procedures/policies in general.

Level Criteria Matrix

E9003 Site Manager/Premises Officer JD & Level Criteria

Element	Level 2 (ROLEID E9003d)	Level 1 (ROLEID E9003e)
People Management	As lower levels, plus: Supervises and organises the work of 2-3 cleaning staff. Instructs and looks after any external contract staff working on site. May supervise pupils when repairing broken windows, removing graffiti.	No formal management or supervision. May act as chargehand for cleaning staff.
Creativity required	As lower levels, plus: - Assesses & keeps the site, buildings & facilities to a high standard of hygiene and cleanliness. Deals with any emergency situations, e.g. burst pipes, roof falling in, etc. Assesses situations, contacting suppliers, LA sections when repair, maintenance or advice needed. Advice on H&S matters for facilities.	Follow basic instructions. Responds to emergencies, contacting repair or maintenance suppliers.
Contacts	As lower levels, plus: Works with external contractors when on-site and requests quotes. When on-site/shift, acts as the H&S Officer. Advises staff on use and repair options of facilities, equipment etc.	Deals with staff and pupils, on proper use of equipment and facilities. Basic contact with external suppliers and contractors.
Decision making	As lower levels, plus: Reports incidents or situations which may lead to closure of all/part of the School/College.	Assists other premises officers, grounds staff in their tasks. Assists cleaners in their tasks.

Level Criteria Matrix

E9003 Site Manager/Premises Officer JD & Level Criteria

Element	Level 2 (ROLEID E9003d)	Level 1 (ROLEID E9003e)
Objectives	<p>As lower levels, plus: The site, grounds, buildings, fabric, facilities and equipment within are all “fit” for purpose. Equipment is kept in a good state of repair and is kept available for use. Any emergencies are dealt with promptly and with minimum disruption.</p>	<p>Facilities are kept secure, clean and tidy. Site and Grounds are kept tidy. To reduce on-going property costs. To ensure that laundry items are fit for use</p>
Resources used or managed	<p>As lower levels, plus: £50-£100 petty cash for ad-hoc purchases, screws, nails, etc plus up to £1,000 for special events. Drives and maintains mini-bus, sit on mowers, gardening, cleaning and other equipment, etc. Repairs equipment, sinks, drains, gutters etc. Uses and trains staff on equipment use, gardening, DIY, repair, cleaning, etc. Maintains adequate stocks of cleaning, toilet, fuel, etc, supplies. Opens and closes buildings on time. Checks orders, deliveries and invoices. Completes all records, required forms and returns accurately and on-time.</p>	<p>Perform basic security and repair tasks. Assist in looking after the security, cleanliness and safety of assigned facilities. Tools, electrical & mechanical equipment and supplies to repair, maintain, clean the facilities. Laundry, ironing and sewing/repair equipment.</p>
Interruptions and conflict situations & frequency	<p>As lower levels, plus: Deals with any emergencies that occur, e.g. burst pipes, electrics failing, broken windows etc. Re-assesses priorities as situations arise and dealing with them. Up to 10 open problems/requests at any one point in time.</p>	<p>Responding to and assisting to resolve problems and requests, several each day.</p>
Physical effort & IT use required	<p>As lower levels, plus: Physical effort to keep indoor & outdoor areas safe, clean and tidy. DIY, repairs, etc. Some PC updating/reporting. Some desk work.</p>	<p>Standing most of the day, kneeling etc when necessary. Perform basic security and repair tasks. Operates hand tools, cleaning machinery, etc & carry small loads. Using ladders, steps, etc. Making Beds, doing laundry, etc. Cleaning, locking up, crawling under/over equipment, clearing paths, etc. Undertaking portorage duties.</p>

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E9003 Site Manager/Premises Officer JD & Level Criteria

Element	Level 2 (ROLEID E9003d)	Level 1 (ROLEID E9003e)
Working conditions	As lower levels, plus: Inside checking work, standing, crawling under/over equipment, doing minor repairs, etc. Outside checking work, locking up etc. .	Working indoors (primarily) and outside. Walking around inside and out, checking the site, building, equipment, etc. Laundry (steam, heat, etc).
Risks encountered	As lower levels, plus: Incidents – burst pipes, roof caving in etc. – inspects and identifies what is needed.	Uses cleaning fluids, drills, gardening equipment, DIY jobs, etc (goggles, gloves etc provided). Cleaning up sick, blocked toilets, etc. Personal Injury from using tools, ladders and portorage.
Knowledge and Skill levels required	As lower levels, plus: Training or experience, in one of the following: joinery, painting/decorating, plumbing, electrical. COSHEE, etc procedures. Work related topics/courses e.g. se of ladders, manual handling, use of cleaning products etc. Experience in basic building/site maintenance and security. Able to use larger equipment such as garden mowers, polishers, etc.	Basic DIY skills and able to carry out minor repairs to buildings and equipment. Cleaning and/or laundry experience. Able to use equipment such as small hand tools, drills, floor cleaners, etc.