



## **Job Description**

*Premises Manager*

*Grade: P03*

**Reports to:** School Business Leader (SBL)

**Accountable to:** School Business Leader (SBL) & Co-Headteachers

### **KEY PRIORITIES**

- **Hands-on Site Maintenance:** To be personally responsible for and actively undertake the premises maintenance of all school buildings, creating an environment where excellent learning can happen.
- **Team Leadership & Allocation:** To lead the daily work of the premises team, working alongside them while organizing schedules for cleaning, security, heating, and health and safety under the guidance of the School Business Leader.
- **Operational Flexibility:** To work shifts as agreed with the School Business Leader and Co-Headteachers, to meet the practical, daily needs of the school.
- **Lettings Delivery:** To ensure that the premises are physically prepared and available for the use of our community as required by our lettings programme.

### **MAIN RESPONSIBILITIES**

#### **LEADING WORK OF OTHERS**

- **Line Management:** Line manage the premises team of three assistants, overseeing hours, annual leave, and ensuring work is completed to the standard expected. Ensure appropriate cover for both school sites at all times.
- **Lead by Example:** Be a visible model of outstanding practice, working on the ground so that premises assistants can follow the example set. Act as a mentor to the team.
- **Organise & Delegate:** Organise and delegate daily tasks to the premises team, while contributing directly to their performance management process.

#### **HEALTH AND SAFETY (HANDS-ON & COMPLIANCE)**

- **Daily Checks:** Personally check and record on a daily basis that the premises are in a safe, healthy, and secure condition (checking for broken windows, non-working door locks, secure boundaries, fences, and gates).
- **Statutory Inspections:** Carry out weekly, monthly, termly, and annual inspections in relation to health & safety (e.g., outdoor play equipment, fire call points, emergency lighting).
- **Risk Assessments:** Carry out and review risk assessments in relation to premises—including Fire Risk Assessments—and implement identified actions under the guidance of the SBL.
- **Plant & Systems:** Ensure the safe and efficient operation of all premises-related mechanical, electrical, and heating equipment. Take appropriate personal action to ensure and monitor safe levels of lighting, heating, and ventilation, maintaining fuel efficiency records as necessary.

- Safe Storage & COSHH: Maintain the premises in a safe condition, ensuring the maintenance of fire, safety, and first aid/emergency equipment. Personally ensure potentially harmful and COSHH substances are stored safely with clear signage.
- Safety Training & Evacuation: Lead the physical implementation of fire evacuation procedures. Carry out staff training as necessary to support all school staff to understand statutory processes.

## **SECURITY & KEY HOLDING**

- Key Holder: Act as a primary key holder, unlocking and locking the school premises.
- Rota Management: Be responsible for timetabling the locking/unlocking rota for the school, completing the task personally or delegating to the team to ensure total coverage. Be available to lock/unlock outside of normal hours, including at weekends.
- Emergency Response: Respond rapidly to urgent requests or emergency call-outs in instances of intruders, unwanted visitors, or alarm activations outside of normal hours.
- Visitor Control: Ensure appropriate arrangements are made and records kept for authorised users of the site. Arrange and facilitate physical access to the site by authorised persons.

## **REPAIRS AND MAINTENANCE (DIY & CONTRACTORS)**

- Premises Log: Check messages and requests for repairs on the school's digital Premises Log daily, undertaking repairs and tasks as soon as possible.
- Routine DIY: Personally complete routine DIY activities and repairs, including painting, plumbing, glazing, carpentry, replacing light bulbs, and mending coat hooks or furniture. Ensure all tools and equipment are properly maintained.
- Planned Works: With the School Business Leader, help implement the planned rolling programme of repairs, maintenance, and capital work.
- Contractor Liaison: Determine, in accordance with established guidelines, whether repairs should be undertaken personally or by commissioning contract services. Liaise directly with external agencies and council sections on maintenance queries.

## **CLEANING & SITE UPKEEP**

- Team & Contract Monitoring: Lead and support the school cleaning team (including internal staff or external agencies), monitoring performance to ensure standard specifications are met. Manage arrangements for any cleaning required outside of the standard contract.
- Grounds & Drainage: Personally clear and clean gullies, drains, and gutters to keep them free from debris. Ensure the school buildings and grounds are kept entirely litter-free.
- Seasonal & Emergency Cleaning: Complete daily checks of playgrounds and personally lay salt or grit in bad weather to ensure safe pedestrian access. Complete unscheduled and emergency cleaning, including the immediate removal of human excrement/bodily fluids.
- Stock Control: Control the purchase, requisition, safe storage, and distribution of all toiletry and cleaning items.
- Vermin & Hygiene: Keep the premises and grounds free of animal deposits, and personally wash down any areas affected by vermin.

## **RESOURCES, DELIVERIES & MOVING**

- Heavy Lifting & Distribution: Personally distribute, move, and store deliveries and transport goods around and between campuses. Make local collections and deliveries off-site as needed.
- Event Setup: Move furniture and resources following agreed safety policies. Personally erect, set up, and put away school staging, exam desks, or chairs for assemblies and events.

## **PROJECT MANAGEMENT & LETTINGS**

- Procurement Support: Alongside the SBL, help develop specifications for work to be carried out by external contractors and support the procurement process (obtaining estimates/tendering).
- On-Site Supervision: Project manage and physically supervise work undertaken on the premises by external contractors, ensuring specifications are met and errors are remedied speedily. Contribute to the regular review of major school service contracts.
- Lettings Oversight: Support the physical management of school lettings, planning premises cover, communicating with relevant staff, and delegating or undertaking cover duties as necessary.

## **ADMINISTRATION & COMMUNICATION**

- Record Keeping: Maintain appropriate records on the school logging system, noting faults or comments required to improve processes.
- Meetings: Be proactive in keeping up-to-date with school information. Contribute to team meetings as directed by the SBL, and attend governor, agency, or contractor meetings when required.

## **PUPIL WELFARE & SELF-DEVELOPMENT**

- Safeguarding: Follow the school safeguarding policy to ensure all pupils are kept safe. Assist in maintaining a clean, tidy environment, reporting or fixing any hazards immediately to protect pupils and colleagues.
- Developing Self: Undertake training and attend INSET days. Take an active role in your own performance management cycle with the School Business Leader.

## **OTHER DUTIES**

- Follow Equal Opportunities and Data Protection policies, and assist with any other duties of a similar level of responsibility as required by the SLT or the School Business Leader.

Signed (member of staff): \_\_\_\_\_ Date: \_\_\_\_\_