

| JOB DESCRIPTION | | | |
|---|---------------------|-----------------|--|
| JOB TITLE | Premises Manager | SALARY | Salary £22,369 to £26,845 |
| RESPONSIBLE TO | Executive Principal | LOCATION | UTC Oxfordshire |
| LAST REVIEWED | January 2023 | Hours | Full time 37 hrs, 21 days annual holiday + bank holidays |
| Signatures (employee and line manager) | | | |
| JOB PURPOSE | | | |
| <ul style="list-style-type: none"> • Be responsible for maintenance, security and facilities management services on school site and premises • Provide specialist support in a specific support resource area. • Be responsible for maintenance of a clean and hygienic school interior/exterior. | | | |
| MAIN DUTIES AND RESPONSIBILITIES | | | |
| <p>Leadership & Management</p> <ul style="list-style-type: none"> • Liaise with and manage the cleaning staff from the external company • Liaise with and manage the needs of UTCO with the security company • Coordinate planned and reactive maintenance work ensuring standards of work remain high • Manage the work of contractors to ensure is of good quality and value for money, that all contractors adhere to site and health and safety requirements • Manage the Mini-bus drivers and the maintenance of the minibuses via the lease company. Ensure Mini- buses are regularly checked and kept in roadworthy condition <p>Site Duties Maintenance</p> <ul style="list-style-type: none"> • Support larger projects in agreement with Central Site Department • Undertake appropriate repairs e.g., redecorating and fixing • Manage a rolling programme of internal alterations repairs decoration and improvements • Manage and carry out reactive maintenance – such as decorating, replacement of light bulbs, tubes, fuses, doors and furniture etc. • Co-ordinate Maintenance Contracts awarded to outside contractors <p>Security</p> <ul style="list-style-type: none"> • Ensure that the vast key system is functional and that spare keys are both kept secure and available at all times • Responsibility for ensuring reasonable security for the school site • Management of CCTV, burglar alarms, locks, key combination locks, alarm codes etc • Participation in call outs in the event of fire, break-ins, and other emergencies | | | |

Porterage

- Movement of school and site deliveries, receiving, storing and transporting as required
- Movement of furniture and classroom equipment around the site
- Setting up and down for hall and other venues for assemblies, events, exams etc.
- Clearance and preparation of site as necessary during different weather patterns such as snow and ice clearance, supply.
- Clearance of spillages around school when cleaning contractors are not on site

Health and Safety

- Co-ordinate with Leadership Team fire drills and lockdowns.
- Active in identifying and resolving health and safety risks
- Run the weekly fire alarm and lock down safety checks. Be the responsible person for Health and Safety regulations, Fire/Smoke Alarms (including processing 3 trial fire evacuations per year) and Legionella ensuring all related risk assessments and documentation are in place
- Run the maintenance checks on the boilers and check meter readings for the utilities
- To manage the testing of the Portable Electrical Appliances (PAT) and to maintain the appropriate records

Behaviour and Attitudes

- It is the post holder's responsibility to carry out your duties in line with the UTC's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitude
- The post holder must at all times carry out his/her responsibilities with due regard to the UTC Oxfordshire's policy, organisation and arrangements for Health and Safety at Work.
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested

GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.
- This job description may be reviewed at any time in consultation with the post holder.

| QUALIFICATIONS & EXPERIENCE | | TECHNICAL COMPETENCIES /KNOWLEDGE/SKILLS | | BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES |
|---|--|---|---|---|
| Essential | Desirable | Essential | Desirable | |
| <ul style="list-style-type: none"> • Good general education to GCSE • Trained in health and safety procedures • ICT Skills • Site management experience Performance management • First aid • Legionella Awareness training • Fire extinguisher training • Working at height • Mini-bus driver licence/training • Time management • Child protection training | <ul style="list-style-type: none"> • Time management • Apprenticeship/diploma in building and construction/industry • Education to A level or higher standard • IOSH or NEBOSH health and safety certified | <ul style="list-style-type: none"> • Wide range of handyperson skills and previous experience of working in an educational establishment • Demonstrable skills in staff management • Leadership skills • Read and understand building plans • Strong verbal and written English language skills • Reasonable level of ICT skills – word, excel, email, internet | <ul style="list-style-type: none"> • Experience in job costing and budgetary control, dealing with finances. • Business management skills and experience • Experience in working in the building industry with competent allied trade skills • Experience in security – possibly SIA trained/registered | <ul style="list-style-type: none"> • Practical • Proactive • Professional • Ability to develop and maintain good relationships with staff and external customers of all levels • Customer service focussed • A solution finder • Patience and tact • Methodical and well organised • Professionally discreet and able to respect confidentiality • Ability to command and to show respect • Flexible approach to tasks • Confident and able to use own Initiative |



ATTRIBUTES



PROFESSIONAL

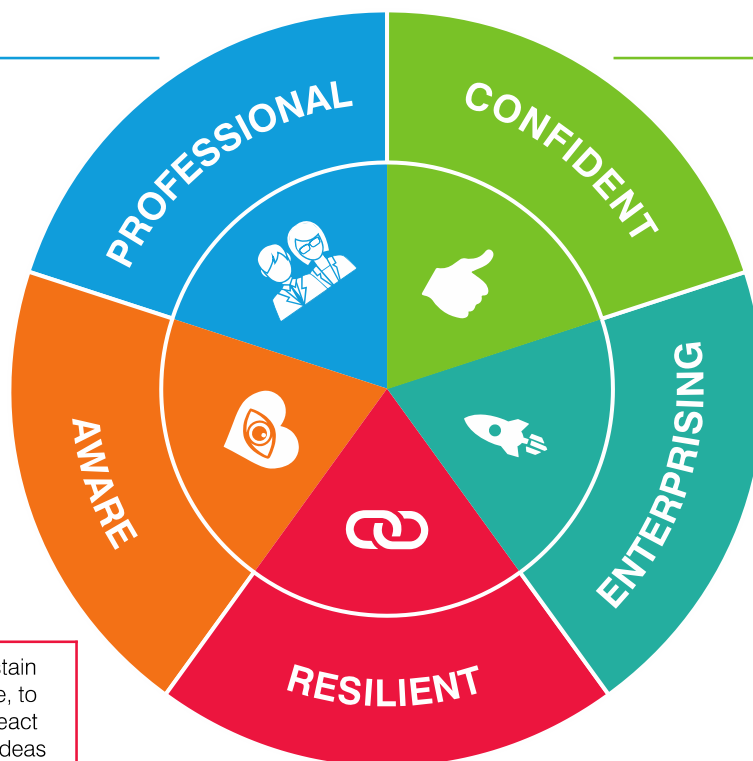
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstrate a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

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This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. We undertake social media checks on all shortlisted candidates in accordance with DFE statutory guidance 'Keeping Children Safe in Education 2022'.