

CONTEXT SHEET

JOB FAMILY	CARETAKER
SECTION	PREMISES MANAGER
GRADE	9

Premises Manager

Responsible for all matters relating to the smooth running of the school's buildings, grounds and equipment, including ad hoc capital projects. The varied role includes all elements of building maintenance, site security, supervision of contracts and cleaning. Responsible for general maintenance around the school site and a strong understanding and working knowledge of Health and Safety practices (IOSH, COSHH and Fire Safety).

Management and Supervision

Responsible for the management of the premises team and supervise any external contractors including FM team overseeing the day to day requirements of a school site.

Premises Manager

- To manage the daily operation and service delivery of PFI between the school and FM Team within the framework of a PFI agreement.
- To manage and lead directly employed school premises staff
- To manage and adhere to office operational systems and procedures
- To manage all sub-contractors attending sites to carry out maintenance or reactive works. This includes the checking of the Approved/Safeguarding Registers before they attend site to ensure they have passed the relevant checks.
- Ensure compliance with the Company's H & S, Quality and Environmental Policies.

Responsibilities

- To manage the day to day operations for cleaning, caretaking, catering, M&E, grounds maintenance and other related FM works
- Develop and maintain good working relationships with the school, PFI contractors, ESFA, leadership and governors.
- To recruit, train & manage premises staff in line with school policies and procedures. This includes the development of staff should they wish to progress with future potential opportunities.
- To lead by example and work to the school's Values on a daily basis.
- Ensure the Company's H&S, Quality and Environmental policies and systems are followed.
- To manage / obtain quotes and project manage small works. This includes the whole process from the initial discussions around scope, budgets and timescale expectations to the quoting, delivery, completion and quality checking of the works.
- To carry out monthly audits for cleaning, CMU reports & grounds maintenance.

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- To hold weekly meetings with the school and provide premises reports / updates.
- To interpret monthly energy analysis reports for all utilities, providing the schools with reports showing consumption and historical data.
- To manage/liaise with sub-contractors and partners in line with H&S and Quality policies and ensure that works are quality checked.
- To manage the helpdesk system which includes the raising of and updating of reactive & scheduled events on the system.
- Oversee the 3rd party use of the facilities that are provided by an appointed service provider.
- Support the Business Manager in providing monthly reports.

Knowledge Skills & Experience

- Clear Enhanced DBS check
- Site operational experience
- Articulate, confident and strong communicator
- Committed and enthusiastic
- Self-motivated, organised and pro-active
- Lateral thinker adept at problem solving
- Hands on ability
- A good knowledge of Health & Safety, Environment, Project Management, Quality, Grounds Maintenance, Cleaning, Security & Hard Services maintenance (M&E and Building fabric)
- Working knowledge of Microsoft Office Package & IT systems (CCTV, door access)
- IOSH Managing Safely
- Experience in dealing with PFI contracts
- Technical qualification or background

RESPONSIBLE TO: **Business Manager**

RESPONSIBLE FOR: **Premises / Site Staff**

Context Reference No	SS/C09/PM
Context Prepared / Amended	JANUARY 2022