**SECTION: ALL SCHOOLS MODEL - CARETAKING**

**JOB TITLE: PREMISES MANAGER**

**(GROUNDS, SITE AND SECURITY MANAGER)**

**GRADE: 9, (SCP 29-32)**

**PURPOSE OF JOB**

Responsible to their manager (e.g. Principal, Business Manager, Vice Principal) for the management of all the school site maintenance and services, including the supervision of staff and external contractors.

As a key member of staff contribute to the Schools management processes through interactions with colleagues, parents and pupils.

**KEY AREAS**

1.Customer Care

2. Building Maintenance

3. Security & Building Operation

4. Defect Repair

5. Contract Control

6. Cleaning Work

7. Waste/Pest Control

8. Handling Goods/Equipment

9. Administration

10. Health & Safety

11. Fire and Evacuation

12. Supervision

13. Letting

14. General

**DUTIES AND RESPONSIBILITIES**

1. **Customer Care**

* 1. Acting as a responsible adult role model for pupils and being a positive influence with regards to behaviour and attitude.
  2. Being a positive member of the school staff maintaining good relationships with building users and other members of the school community.
  3. Acting as an ambassador for the School as a first contact on a wide range of building users.
  4. Ensure that all enquiries and visitors to the premises are dealt with in a prompt, courteous and efficient manner as required under the LA’s standards, recognising the wide range of diverse needs and expectations.
  5. Interacting with building users to understand their requirements and advises them on the best way to ensure that they are met.
  6. Presents a positive image of themselves and the service by ensuring that customers receive a courteous and professional service to meet their needs. This includes explaining when things are not possible giving reasons and suggesting alternatives.
  7. Liaising with the external lettings company to ensure an effective booking system is maintained between both stakeholders. This will include advising whether bookings are possible or whether there is the need to modify timings or to decline bookings.

* 1. Responsible for the management of contractors including FM Team on site ensuring that the health and safety of pupils, building users and visitors in compliance with council policies and health and safety regulations.
  2. Consideration is given to the building users requirements with measures put in place to ensure that wherever possible they are met. Responsible for the external lettings company to adjustment room layouts where it is practical to do so and return to school in same state as left.
  3. Responsible for the security of the site including ensuring that unidentified or unexpected people in the building or on site are appropriately challenged to ensure that there are no potential child protection issues or security risks, reporting concerns and liaising with other agencies as appropriate.

2. **Building Maintenance**

2.1 In consultation with the FM Team and the school, schedule the school and FM’s planned repair and maintenance programme. This includes loading jobs, faults and issues on the portal and reviewing all tasks to ensure they are completed satisfactory.

2.2 Responsible for the establishment, management and implementation of the school’s maintenance checks from weekly, fortnightly, monthly, bi-annually and annually. Ensuring all necessary checks and paperwork are submitted to the FM team in a timely fashion at the agreed date.

2.3 Initiate specifications and orders to the portal and other external contractors for major repairs/improvements and authorise relevant satisfaction notices.

2.4 Lead on the PPP monthly meetings with 3rd party stakeholders – FM Team, SVP and ESFA. Report on monthly issues and provide a monthly report to line manager/leadership on outstanding building issues.

2.5 Review all Authority Damage claims from PFI company and share findings with line manager.

2.6 Supervise and monitor the work of external contractors to ensure performance meets specification/contract requirements.

2.7 Monitor and review the CMU monthly reports and liaise with the Business Manager to review additional costs for Authority Damage charges, Small Value Change charges, reimbursements for school areas not available during school hours, energy reports, FM monthly reports, etc.

2.8 Responsible for a range of Premises Budgets.

3 **Security and Building Operation**

* 1. Responsible for ensuring that the premises are safe for all building users and loss or damage to property is minimised.
  2. Responsible for ensuring security procedures for buildings, facilities and grounds are in place, kept under review and amended, i.e. security inspections (lock/unlock doors, activate/deactivate automated alarm equipment), identifying repairs, identifying suspicious occurrences and liaising with police and Authority officers accordingly.
  3. Responsible for ensuring the opening and closing of premises, facilities and grounds to meet the routine and non-routine requirements of the building’s occupants.

3.3 Responsible for ensuring access is possible to the building in times of inclement weather.

3.4 Responsible for ensuring the operation of theheating plant so that adequate temperatures are maintained in the premises (subject to the degree of control in the school) and that a supply of hot water is provided within the statutory temperature range.

3.5 Responsible for ensuring the operation of the water, electricity and heating systems to specified standards ensuring conservation measures are taken.

3.6 Responsible for ensuring the patrolling of the grounds and dealing with building issues that may arise.

3.7 Responsible for ensuring reasonable maintenance of the grounds for example keeping litter and weeds at a minimum.

3.8 Manage adhoc capital projects and be the lead between school and contractors.

4. **Defect Repair**

4.1 Responsible for identifying and collating defects and repairs that require attention and initiating action within the agreed operational procedures of the school and FM Team.

4.2 Responsible for ensuring “first aid” emergency repairs are carried out to ensure building security as the need arises.

4.3 Responsible for ensuring an individually specified range of repairs are carried out within the competence of staff member(s).

4.4 Responsible for the maintenance, service, MOT and cleanliness of the school minibus.

5. **Contract Control**

* 1. Ensure the contractors, including FM Team work is undertaken in accordance with the contractual obligations and comply with health and safety requirements.
  2. Ensure that contractors, including FM Team access is authorised whilst preserving appropriate security levels. Check all works completed to a satisfactory outcome.
  3. Act as a liaison point to monitor the progress of defect rectification work with FM Team and external contractors to ensure that defects are repaired promptly within agreed timescales.
  4. To be responsible for organising and driving tender and procurement process for grounds, cleaning, waste and other related contracts.
  5. Ensure that the school cleaners are monitored and ensure that the daily routines are completed properly and in accordance with procedures and that the following standards of the performance contract specification are maintained.

5.4.1. Immediately informing the school’s PA of the absence of a cleaner. Inform the Business Manager of any problems with cleaning standards, staff, equipment, materials and methods.

5.4.2 Redirecting cleaning staff in the event of absences, obtaining approval if overtime is required.

5.4.3 Advising the school if it has not been possible to reorganise cleaning arrangements or to redirect staff to enable arrangements to be made.

5.4.4 Rendering reports to the school regarding deviations from standards.

6. **Cleaning Work**

6.1 Responsible for organising cleaning duties to the school’s and FM Team’s required standard (ie cleaning specification).

6.2 Responsible for managing occasional non routine cleaning tasks as and when required eg, walls, grafitti, window blinds, internal windows of outer walls, internal and external surfaces of outer doors and partitions in entrance areas.

6.4 Responsible for ensuring that all footpaths are free from weeds (with or without the use of chemicals).

6.6 Responsible for ensuring ground drain gullies, toilets and sink outlets remain free flowing and clean.

6.7 In the event of snow, frost or minor flooding or similar emergency situations ensure access to at least one entrance to the school and entrance to the kitchen is provided.

7. **Waste/Pest Control**

7.1 Dispose of rubbish and ensure unimpeded access for refuse collectors to enable bins and containers to be emptied without hazard or hindrance.

7.2 Ensure that overnight, the building is clear of all collected rubbish.

7.3 Report all evidence of vermin/pests immediately to the nominated environmental officer.

7.4 Ensure that all litterbins are emptied as and when required.

7.5 Ensure the site is litter free, as far as is reasonably practicable, using appropriate machinery subject to relevant training.

7.6 Responsibility for the collection and storage of yellow bagged clinical waste to a designated safe area and arrange for disposal through the authorised school representative.

8. **Handling Goods and Equipment**

8.1 To be responsible for ensuring that adequate supplies of cleaning materials are available. To order, receive and where relevant, store cleaning materials and cleaning equipment.

8.2 To organise and assist in the movement of furniture and fittings in support of cleaning and in relocating furniture and fittings to enable individually specified activities to take place during normal building hours as specified by the school and as required during periodic clean-downs.

9. **Administration**

9.1 To check and process all relevant timesheets.

9.2 Ensure own timesheets are filled in correctly and pass to authorised signatory to arrange payment.

9.3 Report breakdowns to the FM Team via the portal.

9.4 To liaise with the Business Manager, as appropriate, to cost out any repairs that are required informing their manager where necessary.

9.5 Ensure required stock records are maintained and carry out stock taking from time to time (at least annually) in accordance with instructions.

9.6 To have responsibility for records and any follow up action with respect to:

FM Monthly Reports

CMU Monthly Reports

Daily Portal Reports of jobs logged

Weekly Portal Reports of jobs logged

Accident reporting

COSHH information sheets

Machinery maintenance and operating logs.

Energy conservation logs

Fire equipment logs

Risk assessments

Other records as specifically directed by his / her line manager or the location manager

* 1. To report the need for repairs and replacement of cleaning equipment to the Business Manager.
  2. Setting up and maintaining routines to manage necessary processes.
  3. To produce monthly reports for review by leadership and other stakeholders.
  4. To produce termly report to the Finance and Premises Governor Committee.
  5. To manage the budget for premises and general repair works. Monitor spend and track savings.

10. **Health and Safety**

10.1 To be a member of the school’s Health and Safety Committee and take a lead role in terms of advice regarding buildings, grounds and users.

10.2 Ensure that all equipment used by caretaking staff is validated and in a safe working condition.

10.3 To ensure that all staff within the postholder’s area of responsibility adhere to relevant safe working practices and recognised Health and Safety procedures.

10.4 To be responsible to the Management Team for establishing, monitoring and maintaining the school’s Health and Safety Policy/Procedures as they relate to the building, facilities and grounds.

10.5 Responsible to the Management Team for the co-ordination at all fire/safety evacuation procedures and tests.

10.6 Ensure the up to date and accurate maintenance of all relevant Health and Safety, maintenance and security records (eg fire equipment logs, defects register, COSHH and Risk Assessments etc).

10.7 To provide access to the school’s first aid facilities, equipment and telephone.

10.8 To ensure that employees of the school comply with HASAW/COSHH regulations.

10.9 To monitor and address as appropriate all relevant Health and Safety Standards aspects within the building as may apply under Health and Safety Legislation.

10.10 To identify during the course of normal duties departures from Council standards and report where necessary.

10.11 Take reasonable care of the health and safety of self, other persons and

resources whilst at work. Co-operate with management as far as is necessary to enable the responsibilities placed upon the School under the health and Safety at Work Act to be performed, eg, operate safe working practices.

10.12 To ensure that the buildings fixed fire appliances are fitted, accessible and have not been damaged and that safety measures/fittings are not being misused: liaising with the Authority’s fire officers to rectify any deficiencies.

10.13 Test fire alarms in accordance with the log.

10.14 To comply with the building emergency procedures with respect to evacuation fire, bombs, etc.

11. **Supervision**

11.1 Responsible for the day to day management and supervision of the school’s buildings, grounds and site staff and organise training where necessary.

11.2 Responsible for the maintenance of onsite and call out cover. Respond to call outs.

11.3 To have concern for all aspects of the cleaning staff welfare and to provide guidance and support. To liaise with the school to resolve outstanding issues.

11.4 Supervise and monitor the standards of work undertaken by cleaning staff and take appropriate action (including accessing suitable training), where necessary.

11.5 On a day to day basis organise cleaners to other areas of work resulting from: unacceptable standards, events/functions which require urgent cleaning and unforeseen occurrences i.e. flood, responding to requests from location manager etc.

12. **Lettings**

12.1 To liaise with the external letting agency ensuring the approval of the Governing Body.

13. **General**

13.1 As part of your wider duties and responsibilities you are required to promote and actively support the School’s/LA’s responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](https://jobs.kirklees.gov.uk/GenText.aspx?page=page1) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

13.2 Carry out your duties with due regard to current and future School’s/LA’s policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

**RESPONSIBLE TO: Appropriate Manager as determined (**e.g. Head teacher, Deputy Head teacher, Bursar or Assistant head teacher**)**

**RESPONSIBLE FOR: Senior Caretaker (Senior Site Maintenance Manager) / Caretaker (Site Maintenance Manager) /**

**Assistant Caretaker (Assistant Site Maintenance Manager) (As Appropriate)**

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