

# Job Description & Person Specification

**Premises Manager**

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| **Job Description** | |
| Job Title: | Premises Manager |
| Pay Grade / Scale / Range: | SCP 32 – 35 £41,511 - £44,711 per annum  Plus, Pool Allowance £1,541.28 |
| Benefits & Perks: | Flexible Working, Occupational Pension Scheme, Occupational sickness scheme |
| Working hours: | 36 hours 40 mins per week / Full year |
| Location: | Across New Bridge School and Learning Centre sites.  Employees may be based within any site of the New Bridge MAT |
| Special circumstances: | Some out-of-hours working required at busy times. |
| Staff responsible for: | Senior Site Supervisor/Site Supervisors and Cleaners across New Bridge School and New Bridge Learning Centre |
| Accountable to: | Head of Site / School Business Leader |
| Probationary period: | 26 working weeks |



**New Bridge School & Learning Centre**

**Premises Manager**

**Purpose of the post**

To be responsible for all aspects of site management to support New Bridge Multi Academy Trust’s education goals and vision. This will include a wide range of duties and responsibilities connected with the fabric and grounds of New Bridge School and Learning Centre

**Main Duties and Responsibilities**

1. To ensure that the management and maintenance of all New Bridge School and Learning Centre buildings, swimming pool, hydro pools and environments are effectively undertaken and reflect the requirements of the multi-academy trust deed, articles of association and the scheme of delegation.
2. To plan and carry out major building projects to enhance the learning environment.
3. To arrange and oversee statutory servicing ensuring the school is compliant and take remedial action if required.
4. To attend and lead meetings as the representative of the school.
5. To monitor and inspect the delivery of the cleaning and caretaking services on each site.
6. To liaise with relevant personnel and external agencies to ensure that each site is secure at all times i.e. opening and closing, regular patrols of the buildings / grounds.
7. To be responsible for ensuring the security of school buildings and site and implement a system for responding to alarm / intruder alerts.
8. To act as a designated key holder and oversee out of hours and emergency access to the school site with the caretaking team.
9. To support the facilities team in undertaking a full range of minor repairs and maintenance.
10. To ensure thorough documenting of the Trust’s inspection and maintenance checklist and ensure follow-up actions are carried out effectively.
11. To be responsible for supporting facilities team in managing contractors whilst on site and ensure work is completed to the required standard.
12. To ensure that all emergency repairs are dealt with promptly.
13. To agree and arrange purchase of premises related equipment and supplies within agreed budget and complying with Trust policy and processes.
14. Working with the School Business Leader to arrange tenders and quotes and manage the appointment of external contractors.
15. To liaise with school staff / departments on premises issues.
16. To facilitate lettings.
17. To work with the School Business Leader and the central estates team to:
    1. implement New Bridge School and Learning Centre School’s estate strategy and ensure it reflects the current and future needs of the curriculum and is in line with Trust requirements
    2. oversee the conditions survey for all sites ensuring timely implementation of actions required
    3. grade the functional suitability of all premises on an annual basis
    4. support the implementation of an asset management plan that details how buildings and maintenance will be prioritised, identifies all policies and processes related to the New Bridge School and Learning Centre School’s estate, and brings together all land and buildings data
    5. ensure risk assessments are approved and implemented for all aspects of facilities management
    6. ensure permissions are in place for all works and projects
    7. oversee and be responsible for all compliance requirements of the estate
    8. efficiently source and procure property and construction related services
    9. be responsible for the timely review of all policies relating to the estate and recommend amendments
    10. to improve the environmental performance of our buildings and physical infrastructure and to deliver carbon reductions in line with legislative and sector requirements through energy efficiency, waste management, water and sewerage, renewable energy
    11. proactively support the School Business Leader in overseeing capital projects including risk assessments, managing contractors, attending update meetings etc.
18. To produce reports that detail the performance of the estate.
19. To carry out regular monthly reviews in conjunction with the Trust Central Estates Team.
20. To manage the school’s grounds maintenance plan by ensuring that lawns are cut regularly, plants and bushes are kept under control, poisonous plants are removed, beds are weeded and dug over regularly and overseeing all subcontractors' works.

**Health and Safety**

1. To comply with all Local Authority, Contract and Client statutory Health & Safety procedures and ensure all logbooks and documents are up to date.
2. To work with the School Business Leader and central Health & Safety team to:
3. contribute to the risk management of estates related matters
4. be responsible for regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment. e.g., fire alarms, water sprinklers, Legionella testing
5. undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations.

**Financial Management**

1. To check and approve contractors' work, ensuring invoices for paymentare signed off by the School Business Leader, raising any discrepancy with sub-contractors and resolving the issues.
2. To agree a realistic budget for both preventative maintenance and reactive maintenance and to ensure that budget is allocated across all areas and carefully monitored at regular intervals.

**Personnel Management**

1. To be responsible for the line management of all designated staff.
2. To provide leadership and direction to all designated staff, developing skills matrix and development plans.
3. To manage staff leave requests from designated staff.
4. To ensure adequate cover is in place across the site in the event of staff absence.

**Standard duties**

1. To understand the importance of inclusion, equality and diversity, both when working with pupils, students and colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the organisation.
3. To implement and uphold the policies, procedures and codes of practice of the organisation, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the organisation to minimise and mitigate potential hazards and risks, and actively contribute to the security of the schools, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the organisation’s training plan, working to continually improve own performance and that of the team/organisation.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

**Other Responsibilities**

To perform from time to time such other duties as the CEO may reasonably assign.

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| **Contacts**  Students, colleagues within the school, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors to the school |

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| Special Conditions:  An enhanced Disclosure and Barring Service (DBS) check is required for this post |

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|  | DATE | NAME | POST TITLE |
| PREPARED | June 2022 | GLS | Executive Head Teacher  New Bridge School |
| Reviewed | June 2025 | VTR | School Business Leader |

**PERSON SPECIFICATION**

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

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|  | **Selection Criteria Essential** | **Selection Criteria Desirable** | **How Assessed** |
| **Education & Qualifications** | Willingness to undertake training as required.Willingness to undertake: First Aid Certificate. | Level 3 Award in Managing Pools | AF / I  AF / I |
| **Experience** | Experience of caretaking or being a premises-manager in a school or similar environment  Experience of monitoring budgets and accounting for expenditure  Experience of organising and planning maintenance schedules  Experience of completing paperwork, maintaining records and producing reports, including financial reports  Experience of undertaking a range of line management duties with a team of staff, e.g. recruitment, allocating work and performance management  Experience of monitoring external contractors/ specifications, and contributing to planning and progressing buildings projects  Experience of communicating and exchanging information with a range of audiences, including giving advice and guidance to others on a range of health and safety issues |  | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | Ability to be move between sites by car if required  Ability to undertake a pool certificate if required Ability to work  Ability to work as part of a team.  Ability to communicate well with adults and children.  Ability to use a variety of cleaning equipment such as a buffing machine.  Ability to complete straightforward paperwork as and when required.  Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights (after training)  Ability to be a key holder on occasions and attend to “call outs” outside normal working hours  Ability to undertake any relevant training. |  | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
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| **Knowledge & understanding** | Knowledge of health and safety procedures and regulations e.g. COSHH, including moving, lifting and handling regulations and the writing of risk assessments, and mitigation of potential hazards  Knowledge of cleaning procedures required to meet specified standards  Understand and recognise the importance of ensuring a secure and safe environment for children and young people  Knowledge of the planning and implementation of service level agreements  Understanding of health & safety including moving and handling  Understand and recognise the importance of having a secure and safe environment in the school  Understanding the importance of safeguarding and confidentiality to protect pupils. |  | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |

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| **Work circumstances** | To work flexibly as the workload and needs of the students demand  To travel and work at other site within the New Bridge Group as may be required  Occasional out of hours working to support school functions |  | I  I |

*Abbreviations:* AF = Application Form; I = Interview.

## Any candidate with a disability who meets the essential criteria will be invited to interview