



BISHOP THOMAS GRANT SCHOOL

Premises Manager Job Description

Responsible to:	Headteacher and Business Manager
Contract Type:	Full time, Permanent
Grade:	PO6, SP 41-44; £56,436 - £59,574 (Pay grade negotiable for an exceptional candidate)
Responsible for:	Premises and Lettings Staff

Purpose of the role:

To manage the day-to-day operation, maintenance, safety and security of the school premises and grounds, ensuring a safe, clean and well-maintained environment for learning.

The post holder will ensure compliance with all premises related statutory requirements and, working alongside senior leaders, will play a crucial role in the strategic development of the school site, as well as the day-to-day running of the school.

To draw on a range of in-depth technical knowledge of building operations and facilities management to provide robust and reliable strategic advice to the Senior Leadership Team.

Premises and Site Management

- Manage the daily operation of the school premises and grounds, ensuring they are safe, secure and fit for purpose, promoting an environment conducive to learning.
- With the support of the premises team, to carry out a programme of planned preventative maintenance and repairs, identifying when specialist contractors are required.
- Regularly monitor the condition of the buildings, and report defects and reactive maintenance needs to the Business Manager, managing a list of current concerns, such as electrical faults, leaks, lighting and heating, as well as any issues with the fabric of the building.
- Ensure that the Premises Team respond promptly to premises concerns raised by staff, managing their workflow to prioritise key tasks.
- Regularly monitor the condition of the grounds, ensuring pathways, steps and drains are kept weed and grass free, trees and shrubs are pruned and cut back, snow and ice are managed safely and slip or trip hazards are removed.
- Undertake or appropriately delegate site portering and administrative duties such as distributing deliveries, managing visitors, relocation of furniture, maintaining stock levels and transporting cash to the bank.
- Manage Fixed Assets in conjunction with the Business Manager and IT Manager.
- Recommend, develop and oversee planned refurbishment programmes and building projects of all sizes.
- Work with all stakeholders to support with large site-wide projects, such as supporting with outline specifications and schemes of work, obtaining planning permission and liaising with architects, surveyors and consultants to ensure excellent project outcomes.

- To oversee and advise on relationships with utility and telecoms organisations, in order to ensure the safety and sustainability of the school site.

Health & Safety and Compliance

- Implement the school's Health & Safety Policy, ensuring compliance with the Health & Safety at Work Act and other safety legislation.
- Recommend, implement and maintain health and safety procedures relating to the school site.
- Ensure statutory checks are completed in line with statutory requirements and school policies, including fire safety, COSHH, asbestos monitoring, water, heating, ventilation, pest control and gas and electrical testing.
- Maintain accurate records of inspections, servicing and compliance documentation.
- Develop and maintain premises-related risk assessments and ensure actions are followed up promptly.
- To ensure the school has a robust fire detection and prevention strategy, including well maintained equipment, effective fire drill procedures and appropriate staff training.
- Ensure maintenance of plant, machinery, heating and hot water systems, to secure adequate provision in cold weather.
- Assist with organising and running internal Health & Safety meetings with other staff.

Security and Site Safety

- Be responsible for site security, including opening and closing routines, alarms, access control systems and CCTV.
- Ensure the site is secure during the school day and during out-of-hours use, reporting any breaches.
- Ensure premises arrangements support safeguarding procedures and the safety of students, staff and visitors.
- Act as a keyholder, controlling site keys and responding to out of hours emergencies when required.

Staff and Contractor Supervision

- Line manage and supervise the work of the school premises team, including task allocation, monitoring standards and staff appraisal.
- Oversee 3rd party contracted services such as cleaning and catering, to ensure operational efficiency, reporting any operational issues promptly.
- Direct and liaise with external contractors, ensuring work is completed safely, efficiently and in line with agreed specifications.
- Ensure contractors comply with safeguarding and health and safety requirements while on site.

Hygiene, Environmental Standards, Energy and Sustainability

- Monitor cleanliness and litter and graffiti control across the site on an ongoing basis.
- Support waste management, recycling and energy efficiency initiatives.
- Manage utility contracts and power requirements relating to school telecoms masts and equipment.

School Transport and Traffic Management

- Manage and maintain the school's minibus fleet, with regard to any maintenance works, tax, insurance and fuel.
- Liaise with the Local Authority and local residents to identify and resolve parking and access issues on and around the school site.

Financial and Resource Management

- Work with the Business Manager to monitor premises related expenditure within agreed budgets.
- Work with the Business Manager in the preparation of bids and funding applications for premises related projects.

- Obtain quotations for building works and supplies, supporting the Business Manager with tender procedures and ensuring value for money.

Lettings and Site Use

- Support the practical arrangements for lettings and community use of the premises, including site preparation and security, managing lettings staff and resolving and reporting any site issues related to Lettings.

Other Duties

- The postholder is required to be flexible in his working hours to ensure service delivery, including on occasion dealing with authorised evening and weekend lettings and responding to emergency calls outside normal site opening hours and any other eventuality that may arise as directed by the Headteacher or Designated Deputy.
- To act as an Associate to the Governing Body Resources Committee, providing premises reports on a termly basis.
- To act as a First Aider and undertake First Aid training as necessary.
- Support and uphold the Catholic ethos of the school by maintaining a welcoming, respectful and well-ordered environment.

Data Protection

- It is essential when working with computerised and manual information systems that employees are fully aware of their responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 for the security, accuracy and lawful handling of personal data.

Equal Opportunities

- Take responsibility, appropriate to the post, for promoting equality and diversity in line with the Equality Act 2010, and for challenging discrimination, harassment and victimisation on any grounds, including race, ethnicity, disability, gender, religion or belief, sexual orientation and age.

Health and Safety

- Employees are required to work in compliance with the School's Health and Safety policies and the Health and Safety at Work etc. Act 1974, ensuring the safety of all persons they come into contact with, including staff, students, visitors and members of the public, on premises or sites controlled by the school.
- To ensure compliance, employees must observe safe systems of work and contribute to a safe and healthy environment, including following relevant information, instruction, training and supervision as necessary.

Safeguarding

- Safeguarding and promoting the welfare of children is everyone's responsibility
- Employees are expected to work in accordance with the school's safeguarding and child protection policies and procedures, and to promote the welfare of children and young people at all times.
- This post is subject to an enhanced Disclosed Barring Service (DBS) check.

These duties are not exhaustive. The details and responsibilities of the post may change subject to the needs of the school. The post holder may be required to carry out such other duties as requested by the Headteacher, Senior Leadership Team or Business Manager that are broadly within the level of the post.

Person Specification

- The person specification shows the abilities and skills that you will need to carry out the duties of the job description. Shortlisting is carried out based on how well you meet the requirements of the person specification.
- You should demonstrate within your supporting statement how you meet the points listed below, outlining any experience that you have had which shows how you meet these requirements.
- If you are selected for interview, you may be asked to undertake appropriate practical tests to demonstrate your knowledge.

Essential	Desirable	Evidence
Qualifications and Experience		
• Experience of maintaining large and complex buildings and grounds in a school, public sector or similar environment. • Experience of managing building and refurbishment projects, including working with contractors and robustly monitoring their work. • Experience of interpreting Health & Safety regulations and adopting and implementing Health & Safety procedures. • Experience in operating industrial, electrical and mechanical systems. Experience of managing a team and organising rotas and shift patterns.	• Relevant managerial training in premises, caretaking or facilities management, or in a trade eg. carpentry or plumbing • Hold recognised qualifications associated with premises management and / or Health & Safety. • Experience of working in a school or similar establishment. • Experience in managing risk and developing risk assessments. • Experience in a secondary school setting	• Application form • References • Interview • Certificate/s (to be available at interview)
Knowledge and Skills		
• Practical site maintenance, operational and repair skills. • Building management skills gained through managing a large and complex site. • Working knowledge of health and safety requirements relevant to premises management. • Effective management and delegation skills, with the ability to oversee the work of teams and external contractors and ensure high standards • Ability to organise and prioritise workload effectively, with the flexibility to respond to changing priorities and emergencies. • Excellent communication and teamwork skills, with the ability to work with stakeholders at all levels. • Good IT, numeracy and literacy skills, with the ability to maintain accurate and comprehensive written records and reports	• Working knowledge of establishing and reviewing building development plans. • Working knowledge of construction/building regulations. • Working knowledge of risk and risk assessment. • Knowledge of maintaining older (1960's) buildings. • Willingness to undertake First Aid Training • Full and clean Driving Licence	• Application form • References • Interview

Essential	Desirable	Evidence
• Able to lead, develop and motivate a team of staff, delegating duties as required. • Ability to improve own practice/knowledge through self-evaluation and learning from others.		
Personal Qualities		
• Reliable, conscientious and proactive. • Able to manage own workload and prioritise time effectively. • Flexible approach to working hours, including occasional evenings or weekends. • Calm and professional when responding to issues or emergencies. • A willingness to undertake further training and development as relevant to the post. • Able to form positive working relationships with a range of stakeholders such as parents, students and members of the local community. • Commitment to understanding children and young people and to safeguarding and promoting their welfare. • Willingness to support and respect the Catholic ethos of the school.		• Application form • References • Interview