

# JOB DESCRIPTION

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| Post Title: Premises Manager | |
| School:  Spring Lane school  Bury Secondary PRU | Establishment/Post No: |
| Division/Section: Spring Lane School | Post Grade: Grade 10 |
| Location:  To work across the school sites | Post Hours:  37 hrs per week Mon- Fri Full Time  Start finish times to meet School requirements |
| Purpose and Objectives of Post:  Will be required to work across the sites under SLS  In conjunction with the school business manager ensure that the school mets it’s statutory requirements, ensuring health and safety regualtions are adhered to effectively.  To work both strategically and operationally with. the School Business Manager in managing the school site and facilities.  In conjunction with the SBM, lead the caretaking/ cleaning team, ensuring the nedds of school are met.  To ensure the smooth and safe operation of the school’s own transport offer.  Satisfactory DBS disclosure at the enhanced level to be renewed in line with the authority’s timescales.  Safeguarding:  As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.  Equality Diversity and Inclusion:  Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.  Health and Safety:  The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies. | |
| Accountable to:  Head Teacher and Governing Body | |
| Immediately Responsible to:  School Business Manager | |
| Immediately Responsible for:  caretakers, cleaners, driver and escort staff | |
| Relationships: (Internal and External)  The nature of the post will bring the postholder into contact with a wide range of people both within the school and outside the school and the postholder will be expected to maintain excellent relationships with all of the following:-  Governing Body  Head Teacher  School Business Manager  Teachers  Support Staff  Officers of the Local Authority at all levels  Pupils  Parents | |
| Control of Resources:  The postholder will have responsibilities for ensuring the procurement, safe-keeping and asset control for school resources relating to site and facilities including minibuses and transport contract. | |
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| Duties/Responsibilities:  Under the supervision of the School Business Manager  Facility & Sites   * To take managerial responsibility for the security, cleanliness and maintenance of the SLSPru premises. (all sites) * Ensure the premises are opened and secured in accordance with requirements of the school * To operate the computerised Building Management Systems to monitor and control the school environment. * Identify and resolve problems in relation to building systems and services. * Understand the systems in operation on the site and advise on their repair, maintenance, adaptation and replacements. * Manage the maintenance and cleaning of the school site, giving clear direction to contractors, ensuring work is carried out to the required standard – meeting legal requirements and that accurate records are maintained. * Maintain and organise a master set of keys for the premises. * Check, operate and use alarm and surveillance systems * Assist with the tendering/procurement process, preparing documentation, liaising with contractors and outside agencies. * Oversee planning and construction processes and ensure they are undertaken in line with contractural obligations. * Manage Asbestos, including monitoring and removal. * Manage the control of Legionella. * Ensure the continuing availability of utilities, site services and equipment, including regular recorded servicing, maintenance and repairs. * Manage the purchase and repair of furniture and fittings. * Follow sound practices in estate management and grounds maintenance. * Monitor, assess and review contractual obligations for outsourced school services * Ensure ancillary services are monitored and managed effectively. * Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements. * Work with SBM responsible for energy efficiency, recycling and other green initiatives to ensure plrcatices and procdures are implemented. * Assist the SBM to manage emergencies and respond appropriately to urgent issues as they arise. * Responding, as an approved key holder, to emergiencies outside school hours. * Manage the cleaning & caretaking contract. * As required, carry out minor repairs and maintenance work consistent with a trade background i.e. basic plumbing, joinery and painting as required of a handyperson. * Maintain Asset Management register * Manage the schools own in house transport contract.   Budget Management   * Manage a delegated repairs and maintenance budget * Prepare timely and fully costed propsals, recommendations or bids. * Authorise expenditure from the budget in accordance with the scheme of financial delegation * Record and monitor expenditure in accordance with financial procedures * Report and advise the Head Teacher and Business Manager on the budget. | | |
| Equipment & Materials   * Ensure maintenance equipment is adequate, fit for purpose and operating correctly. * To ensure equipment and materials are stored safely and securely, and in accordance with relevant regulations (e.g. COSHH) * To order appropriate equipment and materials as required.   Health & Safety   * To be responsible, in conjunction with the Head Teacher and Business Manager for Health and Safety Management, Risk Assessment and Hazard Identification. * Ensure appropriate testing is carried out and records kept in respect of the fir alarm sytem, Legionella etc. * Ensure the safe maintenance and security operation of all school premises & facilities. * In conjunction with the SBM, ensure the health & safety policy is implemented at all times and that relevant risk assessments are subject to review and assessment at regular intervals or as situations change. * Ensure the maximum level of security consistent with the ethos of the school. * Ensure all statutory requirements with regards to site & facilities are met.Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided. * Ensure a safe access to site’s in adverse weather conditions.   General   * Collaborate with the SBM in ensuring that all support services are effective and efficient. * First aid * As the primary key holder for all sites, this may require out of hours responses in extraordinary or mitigating circumstances * Carry out any other tasks requested by the SBM or Head Teacher that are commensurate with the post.   Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service) | | |
| Job Description prepared by: | Sign: | Date: |
| Agreed correct by Postholder: | Sign: | Date: |
| Agreed correct by Supervisor/Manager: | Sign: | Date: |