

**JOB DESCRIPTION**

<b>Department:</b>	<b>Education</b>
<b>Section:</b>	<b>Frome College</b>
<b>Job Title:</b>	<b>Premises Manager</b>
<b>Reports To:</b>	<b>College Business Manager</b>
<b>Main Purpose of Job:</b>	
To be responsible for the health and safety of the site and ensure the security of the school premises. Maintain any machinery or plant within the school. Maintain the internal and external fabric of the school premises as a safe and secure working environment.	
<b>Facts and Figures:</b>	
Staff: 150 approx. Students: 1300 approx.	
<b>Key Responsibilities</b>	
<b>Maintenance Management:</b>	
<ul style="list-style-type: none"> <li>• To ensure the timely implementation of all remedial works identified by the college's health and safety compliance regime.</li> <li>• To maintain the college's mechanical and electrical plant in good working order.</li> <li>• To assist the College Business Manager in creating a planned maintenance programme for the college's buildings and to implement that plan.</li> <li>• To ensure timely resolution of responsive maintenance tasks.</li> <li>• To achieve this through the day-to-day management of a small team of in-house staff and management of external contractors involved in maintenance works.</li> <li>• To be able to project manage minor works contracts and manage term contractors through good relationship management.</li> <li>• To obtain best value in the procurement of goods and services.</li> <li>• To ensure the completion of and adherence to appropriate risks assessments for all relevant tasks.</li> <li>• To be familiar with and able to manage contracts covering fire and intruder alarm systems.</li> <li>• To manage an allocated budget.</li> </ul>	
<b>Staff Management:</b>	
<ul style="list-style-type: none"> <li>• To manage a site team with various building services and janitorial skills.</li> <li>• To understand and support the needs of a busy teaching body and to be able to provide good customer service.</li> </ul>	
<b>Other Operational Duties</b>	
<ul style="list-style-type: none"> <li>• To support day-to-day site operations including traffic management, deliveries, event planning and arrangements.</li> </ul>	
<b>Health &amp; Safety</b>	
<ul style="list-style-type: none"> <li>• Ensure compliance works are properly recorded, accurate and up to date.</li> </ul>	

- To ensure site staff and contractors comply with relevant policies and procedures, verifying that existing procedures are being followed.
- Report to the Business Manager to ensure compliance with all relevant aspects of Health and Safety including fire safety, site security, accident reporting and risk assessments.
- To undertake first aid training.

**Additional Information:**

- You will be required to carry out break/lunch duties as part of the college rota system.
- You will be expected to undertake any other duties as directed by your line manager that falls within this grade.

*Frome College is committed to safeguarding and promoting the welfare of our students and all staff working within the school are expected to share a commitment to doing this. You will be expected to report any concerns relating to the safeguarding of students. Details of the procedure can be obtained from the SENCO/Child Protection Officer*

**General Requirements of the Role**

- To adhere to college policy on safeguarding and child protection including any training required.
- To undertake all training courses as necessary to carry out the duties described above and any other required tasks.
- To assist the college in its drive towards its sustainability goals including maximising energy efficiency.
- To be able to represent the college to our community and neighbours in a polite and welcoming manner.
- To carry out any other works as directed by the Business Manager which are consistent with the above role.

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....