



Premises Manager Job Description

Hours: 20 hours per week

Our preferred hours are 7am – 11am, Monday – Friday. However, this could be discussed/negotiated with the right candidate.

Weeks: 40 weeks per year (39 weeks during term time plus 1 week)

(Actual hours worked during school closure period to be negotiated with the Headteacher and School Business Manager dependent on school needs with scope for potential overtime if the requirements go beyond 40 weeks.)

JOB DESCRIPTION

Responsible to: School Business Manager and Headteacher

Line Manager: School Business Manager

MAIN PURPOSE OF THE JOB

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

GENERAL RESPONSIBILITIES

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for the health & safety of the site
- To undertake repairs and DIY projects
- To ensure that Health & Safety regulations are strictly adhered to
- To monitor the performance of the cleaning contractor and liaise with the area manager to ensure a clean, tidy and well-maintained school environment

SPECIFIC RESPONSIBILITIES

Premises Management

- To monitor the day to day maintenance, repair and cleaning of the school
- In conjunction with the School Business Manager (SBM)/Headteacher to monitor the day-to-day maintenance and repair budget and the cleaning materials budget
- To advise on a rolling programme of redecoration/refurbishment
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
- To assist the SBM/Headteacher to prepare documentation for tenders or specifications of small to medium projects
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe

- and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where
- To monitor work requests ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- To ensure the school site is maintained to a high standard

Security

- To be responsible for the security of the premises and liaise with police and other services in this respect as necessary
- To be responsible for unlocking and locking of the school
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To notify the Headteacher of any break-in or theft from the school
- To take appropriate 'make secure' action to minimize the risk of any further intrusions, pending completion of permanent repairs
- To check, at least monthly, all perimeter fences, security devices, fire appliances, and alarms are working and in good repair
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the SBM/Headteacher on all security matters
- To be aware of all out-of-hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as main key holder for the school on call-outs

General Site Duties

- To set and monitor the school heating and hot water systems
- To take energy readings on a monthly basis
- To ensure the school is kept clean and tidy and is conducive to learning, e.g., litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets and sanitation areas are checked daily for fresh supply of disposables, etc.
- To ensure that rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure that all drains, gulleys and inspection chambers are kept free from blockages and w.c. pans and cisterns are properly maintained
- To ensure that repairs and maintenance within personal competence are carried out promptly and that other repairs and maintenance are put in hand and followed up as appropriate
- To ensure all external hard surfaces are maintained in a safe condition
- Sweep up, bag up and remove leaves, litter and empty outside bins
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To manage the provision of a portering/deliveries and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
- To ensure that routine maintenance service checks on all serviceable equipment are carried out, i.e., boilers, etc., and results recorded

- To ensure light bulbs, fluorescent tubes and starter switches, etc., are changed as necessary and fittings and shades are cleaned regularly
- To put up and take down stage as required
- To ensure PAT testing is carried out annually and keep accurate records
- To undertake minor window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To carry out emergency cleaning if required

Health & Safety

- To conduct a daily visual inspection of the school building and grounds for any potential hazards ensuring these are dealt with as soon as reasonably practicable
- To ensure all work areas, particularly fire escape routes, are kept clear of obstructions
- To check fire extinguishers are correctly placed and ready for use, and that annual inspection is carried out and recorded
- To ensure compliance with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stopcocks and mains electricity power breakers, etc.
- All duties to be carried out in compliance with the Health & Safety at Work Act, nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

Administration

- To maintain the school's site manager's equipment inventory
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the SBM
- To maintain a log of all inspections and checks carried out
- To establish and maintain a list of repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To assist the SBM with obtaining tenders and quotes
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the SBM

Lettings

- To liaise with the Admin Assistant/School Business Manager over lettings and bookings of the premises which fall outside of contracted hours.
- To ensure that furniture, materials and equipment are provided as required in the lettings agreements, and replaced afterwards.
- To ensure that the areas used are tidy and clean before and after use.
- To ensure that instructions and requirements as outlined in the current Surrey County Council regulations for the use of Educational Premises are carried out.

To ensure that during lettings the normal daytime duties in this job description are carried out with particular attention being paid to security.

(To be paid in addition to normal hours)