



JOB DESCRIPTION

Current Job Holder:	
Grade:	Grade 14 points 4-6
School:	Huish Episcopi Primary School
Job Title:	Premises Manager
Reports To:	Headteacher and PPAT Health and Safety Manager
Main Purpose of Job:	
To ensure secure and well-maintained grounds and buildings and the good working order of all services, equipment and furnishings contained within as directed by the school and following health and safety requirements at all times.	
Main Responsibilities and Duties:	
Premises	
<ul style="list-style-type: none"> • Undertake a range of maintenance, decoration and minor repairs to equipment, buildings and grounds where no specialist knowledge is required. • Contact and manage contractors, both scheduled and reactive, to comply with health and safety requirements. • In conjunction with the Cleaner, unlock and lock the site (split or block shifts can be negotiated). • Manage the keys, codes and security of the site. • Ensure safety hazards are dealt with in a timely manner. • Check the grounds and perimeter daily and rectify issues as necessary. • Ensure all areas of the site are accessible to all users at all times. • Keep entrances, paths, access ways and playgrounds clear, clean and tidy. Deal with ice and snow clearance, including the application of grit. • Manage waste and recycling on site in preparation for collection. • Set up for meetings, school events and general portorage. • Take delivery, check and store deliveries in an orderly and safe manner. • In conjunction with the Headteacher, and in advance of school holidays, prepare a cleaning, repair and maintenance schedule. • Be a keyholder for the school site. • Undertake other related tasks at other times such as covering for colleagues in the case of absence. 	
Cleaning	
<ul style="list-style-type: none"> • Undertake all necessary external clearing and cleaning requirements such as pressure washing, leaf clearing, keeping drains clear etc where no specialist knowledge or equipment is required. • Maintain all floor surfaces with general maintenance and prevention work. • Ensure an adequate supply of materials and equipment is available each day for the cleaning and caretaking of the site. • Resource stock check and order in a cost-effective manner as necessary. • Schedule workload and duties in conjunction with the Headteacher. • Arrange sick cover as necessary. • Induct and train new staff. 	

- Co-ordinate premises cleaning and monitoring cleaning standards.

Health & Safety

- Undertake all health and safety training as required.
- Undertake all health and safety checks, requirements and admin according to the Trust schedule.
- Maintain records of equipment and materials as required by the school and COSHH.
- Observe the requirement of Health and safety, including COSHH, at all times.
- Maintain the cleaning storage area in a clean and safe condition.
- Ensure equipment, furniture and building faults are reported and rectified by approved contractors as soon as possible.
- Operate and supervise safe working environments for people still in the building (display appropriate safety signs).
- Ensure any equipment is of a suitable type and in serviceable condition.
- Ensure safeguarding procedures are implemented to protect pupils, staff, visitors and yourself.

Supporting processes

Work to strict deadlines within well-known routines. Under the guidance of your line manager, consider priorities within the daily and weekly routines taking account of the conditions found on the day. Be flexible within work routines to ensure that the highest quality of work is achieved and maintained. Resolving operation issues with cleaning staff.

Decision making:

Liaise with the Cleaner and Headteacher for work priorities and schedules

Physical effort and working conditions:

Continuously on feet, physical work cleaning using potentially hazardous cleaning agents. At times working in wet and sanitary areas where unpleasant odours and soilage may be present. Moving of furniture in classrooms and other areas.

Contacts and relationships:

A positive and collegiate working relationship with all other colleagues. Manage and meet with contractors.

Additional information:

Total confidentiality is required. Information about children or adults at the school must never be passed on at any time. Where a child may be at risk this information may be divulged to the Head Teacher so that they can take appropriate action.

Knowledge, skills and experience:

Basic level of education, dexterous, pleasant courteous personality. Knowledge of the procedures required for the job. Awareness of the health and safety requirements of the job including COSHH. Awareness of correct manual handling procedures. Willingness to receive any training provided. Ability to undertake a range of tasks involving the application of readily understood rules, procedures or techniques.

I agree that the Job Description is a fair and accurate statement of the requirements of the job:

Job holder		Date	
Line Manager		Date	
Designated Senior Manager		Date	

JE Primary Matrix 11/08/24:

PP003	Caretaker	Grade 14 Points 4-6	<p>Reports to Headteacher/Business Manager/Office Manager/Site Manager/ Senior Caretaker</p> <p><u>Caretaker</u></p> <p>Deals with the daily maintenance issues of the school site. Secure and maintain the school's grounds, buildings and furnishings to standards defined by the school, local Authority, and legal requirements. Take delivery, check and store deliveries. Layout rooms as required for general and specific purposes, including those associated with lettings.</p> <p>May monitor the work of contract cleaners and report on quality of work through the appropriate channels. Responsible for the general maintenance of and securing of buildings, vehicles, and the safe and proper use of equipment in regular use, ensuring safety and service levels are maintained. Recommend purchases of items to senior management.</p> <p><i>Jobs at this level</i></p> <ul style="list-style-type: none"> • Work within prescribed procedures, but needs to respond to day to day problems, which will involve giving advice and guidance and/or assistance. Correct decisions will be from a range of established alternatives relating to their work, and which may have some immediate effect on the school operation. • Usually a physically demanding job with frequent instances where manual handling etc techniques need to be deployed to reduce risks of physical injury. Need to be able to operate a range of readily understood rules, and procedures or techniques.
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