

Job Profile - Premises Manager



The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

As a member of staff you are required to undertake an appropriate share of duties attached to premises management generally within the school under the reasonable direction of the Headteacher.

The details of the job description may be subject to change to meet the changing needs of the school, but always through mutual agreement and discussion.

JOB PROFILE

Manage a high level of maintenance of the buildings and site to ensure their safe and cost effective use, and to contribute towards the Governing Body's objectives of achieving greater value for money

MAIN RESPONSIBILITIES

- Cost effectively supervise the maintenance of the buildings and site to agreed standards and carry out minor repairs to property, fixtures, fittings and equipment, within the scope of the role. Liaise with the Headteacher to maintain maintenance schedules and decide which repairs require outside contractors
- Manage teams of outside contractors and liaise with other bodies to ensure all building requirements are met
- Open and close at the beginning and end of the school day, for lettings outside school hours and respond to call-outs as necessary
- Manage provision of a portering and furniture moving service to ensure supplies are in place and school activities can proceed
- Establish and monitor procedures to ensure that the school site is kept in a good state of repair, clean, safe, and stocked with all necessary cleaning and maintenance supplies including emptying rubbish and recycling bins
- Report to the leadership team on health and safety and recommend and implement improvements to the use of the buildings, site and services - including updating all relevant policies and ensuring Health and Safety compliance (e.g. PAT & legionella testing)
- Maintain and manage the swimming pool (including the opening and closing of the pool, and the daily management when in use)

- Maintain the school van (e.g. take for MOTs, fill with petrol etc)
- Manage the part time caretaker.

RESPRESENTATIVE ACCOUNTABILITIES

Planning & Organising

- Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed.

Policy and Compliance

- Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained.

People & partnerships

- Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers.
- Guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained.
- Communicate and liaise with service users and/or external contacts, representing the team/service as required.

Resources

- May assist in the management of a small budget or recovery of income.

Analysis, Reporting & Documentation

- Collate data, prepare reports/statistics to meet statutory/management information requirements.
- Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team.
- Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives.

Duties for all -

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Safeguarding: To support the school in its commitment to the safeguarding of all pupils

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.

KNOWLEDGE, SKILLS & ABILITIES, EXPERIENCE AND PERSONAL CHARACTERISTICS

- Good written and oral communication skills with the ability to build sound relationships with customers.
- Competent in a range of IT tools.
- Ability to apply specialist skills/judgement to undertake a programme of works.
- High level analytical and organisational skills.
- Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative.
- A methodical approach to tasks, recording and reporting.
- Typically previous work experience in a relevant environment.
- Experience of staff supervision

The Hythe Community Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check (previously known as a CRB check) and required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations.