



JOB DESCRIPTION

Job Title:	Premises Manager
Grade:	G
Hours:	37 hours per week/ 52 weeks per year
Responsible to:	SMART Head of Estates
Direct Supervisory Responsibility for:	Liskeard Estate and Facilities Team
Indirect Supervisory Responsibility for:	Contract maintenance and cleaning staff
Important Functional Relationships:	<u>Internal:</u> Headteacher, Operations Manager, leadership team, school staff, students, governors
	<u>External:</u> Maintenance and cleaning contractors, suppliers, parents, visitors to the school and users of school facilities.

Main Purpose of Job

Under the direction of the SMART Head of Estates and in liaison with the Operations Manager, to play a key role in maintaining the safety, security, availability, upkeep and cleanliness of all buildings, grounds, facilities and equipment across the school and at other locations, as directed.

Under the direction of the SMART Head of Estates and in liaison with the Operations Manager, to develop the facilities and equipment for use by the schools and their communities.

Ensuring all site services and routines are monitored which will involve working shifts as required.

To organise and direct all school and contractor staff associated with the role.

Duties and Responsibilities

1. Operations and aintenance, as directed – to ensure the safe, efficient and effective operation of all plant, machinery and equipment and to maintain all buildings, grounds, facilities, vehicles and equipment, ensuring compliance with statutory and periodic testing and examination requirements, including:

- To oversee the development and general upkeep and maintenance of allocated sites, ensuring that all works and services are delivered by competent persons.
- To facilitate the delivery of capital works projects.
- To undertake regular inspections of the site and report significant defects and remedy minor defects.
- To monitor the operation of all premises-related mechanical, electrical, heating and water systems and other plant, including the recording of meter readings/returns as required and ensuring adequate fuel supplies.
- To take appropriate action to monitor and ensure proper safe levels of lighting, heating and ventilation.
- To maintain records of all statutory compliance and other maintenance and testing and to identify shortcomings and take appropriate action or report to the SMART Head of Estates.
- To ensure the maintenance of boundaries, footpaths, roads and rights of way within the premises.
- Contribute to the development of the school's premises management and accessibility plans, ensuring delivery against their targets and objectives.
- To ensure all vehicles and driven machinery are available and fit for purpose and accessed only by suitably qualified persons, including arranging repairs, maintenance and inspections, refuelling and MOT certificates. Planning for replacement to maintain availability. Securing temporary vehicles to meet the needs of the school.
- To ensure the efficient use of energy and utilities, developing cost-effective plans for reducing consumption carbon and emissions.

2. Security- to maintain the overall security of the premises, including:

- Ensure all staff are aware of the procedures on security and the use of alarm systems.
- Maintain an appropriate system of key holding management and response to call out.

- Undertake periodic reviews of site security and ensure appropriate actions are followed through.
 - Manage the arrangements with any specialist security company engaged on the school site.
3. Cleaning – to maintain the overall cleanliness of the premises, including:
- To develop and manage a programme of routine and deep cleaning of the inside of the buildings, the outside of the buildings and around the site grounds, including drains, gutters, catchpits, gulleys etc and the removal of graffiti.
 - Allocate, direct and supervise school staff and/or liaise with specialist contractor staff to achieve the required cleaning programme.
 - To ensure collection and the appropriate disposal of all waste and refuse.
4. Health, Safety and Wellbeing - to ensure a safe, healthy and productive environment and service, including:
- To ensure a safe system of work is in place for all activities within the scope of the role and the scope of the roles of allocated staff and contractors, underpinned by effective risk assessment.
 - To maintain the asbestos register and advise staff and contractors on the management of asbestos.
 - To ensure the site remains in date for all building compliance and safety checks.
 - To undertake the operation and periodic checking of the fire alarm systems and equipment and maintain the Fire Safety log book. To ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition, and to arrange the prompt repair or replacement of faulty equipment.
 - To act as the school's COSHH manager, ensuring the safe storage and control of any potentially harmful materials and chemicals used within the school and ensure that such materials are appropriately marked and signposted and only accessible to authorised persons, liaising with department safety leaders as required.
 - Contribute to business continuity and emergency planning and the testing of those plans.
 - To respond to emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by the SMART Head of Estates or school SLT.
 - To maintain out of school hours first aid cover, including access to supplies and equipment.

- To ensure safe pedestrian and emergency access, including during bad weather.
 - Attend the school's Health, Safety and Wellbeing Committee.
5. Sport and Community Engagement – to promote the schools' community ethos and develop the range of facilities for education and community use, including:
- To manage the lettings of school premises, facilities and equipment, including bookings, indemnity, child protection and safeguarding arrangements and invoicing.
 - Draft bids for external funding.

6. General Duties

- To be responsible for the line management of estate and facilities staff, to include participating in their recruitment and selection, performance appraisal, identifying training needs and drawing up their programmes of work to meet the operational and income generation needs of Liskeard school and other customers.
- To manage and operate systems of staffing cover for lettings and other community usage of the premises and facilities, to advise on the security of buildings during periods of lettings and to ensure appropriate heating, lighting and toilet arrangements are made to meet lettings demands.
- To provide relevant input and information to develop the capital works programme.
- To maintain a reporting and feedback process to ensure an effective means of identifying and recording defects, issues, requests for support and for improving service delivery.
- To inform the development of contract specifications, engage in the approved tendering process and monitor the work of contractors, certifying that work has been done satisfactorily, identifying and addressing any shortfalls against the contract requirement.
- To order stocks of materials and supplies and arrange orders for works and services via the Trust's procurement process, managing and monitoring budgets, checking and authorising invoices and keeping records of all equipment and tools within the post holder's sphere of responsibility.
- To take delivery of consignments of stores/materials and other goods ordered by the school and undertake porterage duties as required.
- To make best use of electronic systems, processes and communications.

- To liaise with the estate and facilities staff to ensure smooth handover of responsibilities.
- To develop and support the delivery of the environmental and sustainability plan.
- To maintain effective records and complete paperwork as required with appropriate authorisation.
- Provide regular updates to the SMART Head of Estates, the Headteacher and the Operations Manager.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: October 2024

Updated by: Head of Operations



PERSON SPECIFICATION

Job Title: Premises Manager

Department: Estates

Attributes	Essential	Desirable	How identified
Relevant Experience	Good standard of practical knowledge, skills and experience of building and grounds maintenance work Experience of managing staff and safety in a work environment	Good standard of practical knowledge, skills and experience of building and grounds maintenance work in a school or similar environment	Interview Application
Education and Training	Level 2 NVQ, GNVQ or or suitable trade qualification GCSE qualifications in English and Maths at level 4 or equivalent Full UK driving licence	IOSH Health and Safety qualification Lifting and manual handling training Working at height training Asbestos awareness training Legionella awareness training First aid qualification Fire warden training	Interview Application
Knowledge and Skills	Relevant practical skills	Risk assessments and risk management	Interview

	<p>Effective organisation and communication skills</p> <p>General knowledge of building maintenance and project management</p> <p>Leadership skills</p>		
Any Additional Factors	<p>Ability to undertake physically demanding work</p> <p>Teamwork skills</p> <p>Flexible approach to work requirements, including willingness to work across multiple sites and unsocial hours</p> <p>Ability to work on own initiative</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p>	<p>Comfortable working with children and young people</p>	<p>Interview</p>

Date Updated: October 2024

Updated by: Head of Operations