



JOB PROFILE

Premises Manager

Subject to:	Annual Appraisal
Salary:	Surrey 6
Hours:	37 hrs per week, 52 weeks per annum Mon, Tue, Wed, Fri 7am - 4pm (1hr lunch), Thu 7am - 9am, Sat 9am - 12pm 26 Days per annum holiday entitlement
Accountable to:	The Executive Headteacher and School Business Manager (SBM)

The particular duties assigned to this post are set out below. These duties may be reviewed and amended in consultation with the post-holder in the light of any changes in the requirements and priorities within the federation.

Job Purpose

To have caretaking responsibilities of Manor Mead School and in addition provide a high level of maintenance of buildings and outdoor areas across all school sites ensuring their safe and effective use, and to contribute towards the Governing Body's objectives of achieving greater value for money.

Principle responsibilities

1. Day to day caretaker responsibilities at Manor Mead School Shepperton including:
 - To cost effectively manage the maintenance of the buildings and site to agreed standard
 - Manage effective maintenance, repairs and improvements within capability and training, to ensure that equipment is suitable for school use and facilities meet government regulations, environmental health and security standards
 - Daily maintenance of the school hydrotherapy swimming pool, including water quality testing, equipment inspection and taking remedial action when required
 - Undertake basic grounds maintenance and gardening tasks as required
 - Undertake regular Health and Safety 'walkabouts' in support of Governing Body statutory duties
 - Ensure the buildings are locked and unlocked at appropriate times, setting and turning off alarm systems.
 - Daily visual check of site and buildings to ensure school premises remain secure, clean and tidy
 - Regularly check the automatic security and fire alarm systems and arrange for these to be serviced as recommended
 - Respond to alarm call outs as necessary, in order to provide satisfactory security arrangements
 - Provide a portering service to ensure supplies are in place and school activities can proceed



- Monitor deliveries of goods and materials and transfer to appropriate locations around the school site
 - Set out and clear away furniture in connection with events, assemblies and parents' evenings etc.
 - Manage school minibus seating arrangements in accordance with daily timetable
 - Monitor standards of cleaning provided by contract cleaning staff and advise the School Business Manager of any concerns
 - Keep all outside hard areas clean and tidy, e.g. litter clearance, leaf sweeping as required.
 - Collect and dispose of refuse
 - Carry out emergency cleaning as required
 - Check supplies of cleaning materials, personal hygiene products and sundry items and replace as required
2. Manage general maintenance issues across both school sites, as required, to ensure all schools are kept operational
- Liaise with caretaker at Manor Mead Virginia Water when external contractors are required and arrange necessary work, liaising with SBM as appropriate
 - Manage and monitor the online maintenance system ensuring that responses to alerts are prompt and 'jobs' are completed to a good standard
4. Manage premises security, health and safety across both school sites
- Ensure the effective operation of fire and security alarms, CCTV, and perimeter security
 - Liaise with SBM to monitor cleaning contractors
5. Oversee stocktaking and ordering of caretaker and cleaning supplies in conjunction with the school office team
6. Direct and manage caretakers from other sites as appropriate to ensure that both sites are operational on a daily basis
7. Manage external contractors across sites as required ensuring works are completed to the required standards



Person Specification

Education, Training and Work Qualifications

- Educated to a good standard
- Recognised training/qualifications associated with caretaking/DIY activities desirable (e.g. C & G Certificate in Caretaking Maintenance, Electrical Testing Level 1)

Knowledge

- Knowledge of basic site maintenance and good practices in building services, ie heating, plumbing, carpentry, electrical etc. (other knowledge required can be acquired through on the job guidance and training)
- An understanding of Health and Safety requirements

Skills and Abilities

- Ability to show initiative essential, plan and prioritise a range of regular and irregular tasks, and ability to analyse tasks and how they may best be achieved.
- Good communication skills with an ability to build positive and effective relationships with colleagues and external contractors etc.
- Ability to relate in a firm but friendly way with a wide range of personalities.
- Ability to direct, manage, guide and support less experienced or junior colleagues as appropriate
- Competent IT skills (e.g. emails, online maintenance systems, word, Excel)
- Good administrative, analytical and organisational skills
- DIY skills to a good standard is essential.

Relevant Experience

- Experience in building maintenance work essential
- Experience in managing staff and liaising with external contractors desirable

Other Requirements

- Reliability essential.
- Willing and able to travel between schools sites, in Shepperton and Virginia Water when necessary
- Must enjoy working as part of a team, be adaptable and supportive of colleagues.
- Physical ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items within the guidelines of Manual Handling.
- It may be necessary from time to time to work out of 'office' hours (i.e. responding to alarms, managing contractors etc)
- Physically fit and able to work at heights (with necessary training)