



Seven Mills Primary School

Premises Manager

Job Description

Job Title: Premises Manager

Pay Range: NJC S01

Reports To: Headteacher

Responsible for: All Cleaning staff and other caretaking staff (e.g. relief caretakers)

Background: Seven Mills Primary School has been without a dedicated Premises Manager for a year. We are a small, friendly East End school on London's Isle of Dogs, and we are looking for someone who takes pride in their work and will give our school the ongoing care and attention it deserves. Our ideal Premises Manager has integrity, a professional attitude and high standards, wanting the school to be safe and to present well to everyone who enters. There is a lot to do, and we need someone who works diligently, seeing their work as essential to the success of our school. We value our support staff and will ensure you have all the training and development needed. This is a great role for someone who wants to make a difference, and who would enjoy being part of our school community.

Job Purpose: The premises manager is responsible for maintaining the premises of Seven Mills Primary school to a high standard of **safety, security, cleanliness** and tidiness of the school buildings and grounds. S/he will manage the health and safety compliance to ensure the school at all times meets its statutory compliance obligations across grounds, facilities and buildings. S/he liaises with all external suppliers and agencies who support the areas of responsibility detailed below, or who provide services relating to these areas. S/he also liaises with internal colleagues and governors in carrying out these areas of responsibility, attending formal and informal meetings as necessary. S/he discharges his/her responsibilities within a designated annual budget and monitors their budget month by month. S/he carries out his/her duties according to the school's policies, ethos and values published on the school website. The role will suit someone who likes breadth and depth, where adapting and responding quickly is often required, and where every day is different.

Key Responsibilities:

- **Health and Safety:** Ensure compliance with health and safety regulations, scheduling and following-up all required statutory inspections, completing regular in-house inspections, required risk assessments, and ensuring all documentation is accurate and up to date. Cooperate with external auditors and work with the School Business Manager and Headteacher to address identified issues in a timely manner. Manage relevant contractors to

ensure they fulfil their health and safety commitments/SLAs to the school. To write and keep all necessary premises risk assessments. To keep all outside areas of the school safe on a day-to-day basis (e.g. by spreading grit on ice or sweeping standing water).

- **Security:** Manage the security of the school premises, including locking and unlocking buildings, monitoring the alarm systems and CCTV, leading on actions from the Security Audit, and responding to security incidents. To be the first point of contact for the school's security contractors in the event of the intruder alarm being activated. To maintain and operate the school's entry system, ensuring that all fobs are correctly logged and allocated. To ensure that all keys are kept on site are logged and kept in order. To liaise with the school business manager to ensure that an up-to-date and accurate log of all keyholders is maintained.
- **Maintenance and Repairs:** Maintain the buildings and facilities to a high standard, ensuring they are safe, clean, tidy, and in good working order. Carry out handyman duties in respect of minor repairs, maintenance, and decorating. To ensure all periodic maintenance checks are carried out in a timely manner, and that paperwork for these checks is up-to-date and in good order. To be responsible for ensuring that all mechanical equipment, electrical equipment and heating systems are operated safely and to contact outside maintenance contractors if any equipment is not working properly. To keep regular records of power and water use at the school, monitor the use of power and water across the school, and to ensure good efficiency in the consumption of utilities. Oversee and coordinate all maintenance and repair work undertaken by a third-party, ensuring timely completion and high standards. Ensure all remedial actions identified in audits and inspections are actioned to completion, or where necessary raised with the Headteacher to agree actions. Proactively address maintenance and repair issues and respond in a timely manner to matters reported by staff. To order and store all expendable stock related to premises maintenance.
- **Grounds and Site Management:** Maintain the school buildings and grounds to be safe, clean, tidy and in good condition at all times. Address any issues identified, such as damage, faults, pestilence, and security. Oversee the gardening and landscaping contractor to ensure agreed standards are met.
- **Cleaning:** To manage and supervise the cleaning staff to ensure the school is kept clean and tidy at all times, and that school facilities (toilets, washbasins, showers, hygiene equipment) are well maintained and fully-stocked. To manage and supervise deep cleans of the premises during school holidays. To polish floors and clean carpets as necessary, using specialist floor polishing and carpet cleaning equipment. To keep all outside areas of the school clean and tidy. To ensure COSHH records are accurate and up to date, and that all health and safety protocols (such as substances being safely stored in locked cupboards at all times) are always followed. To carry out emergency cleaning cover in the absence of cleaners. To clean both internal and external windows monthly, subject to successful completion/maintenance of working at height training. To undertake the cleaning of slippery floors, floods and spillages personally during working hours. To ensure that appropriate arrangements have been made (including ensuring the availability of appropriate cleaning and protective equipment) for other school staff to clean slippery floors, floods and spillages at times when the premises manager is off site.
- **Management of Contractors:** To engage contractors for small-scale works as necessary in liaison with the Headteacher and School Business Manager and following the school's

administration systems. To negotiate tenders and contracts for small-scale works. To be the point of contact for contractors, ensuring that all pre-works documentation is completed and that small-scale work is completed to a high standard and in line with specifications before being signed off. To liaise with the Headteacher and the School Business Manager (and where applicable external project manager) to ensure that larger-scale works are completed to a high standard and in line with specifications.

- **Inventory Management:** Maintain an inventory of Premises-related equipment and supplies, ensuring appropriate registers (e.g. tools, equipment, COSHH) are maintained, equipment and supplies are stored safely, and that all equipment is maintained to a safe standard. Arrange for safe and suitable storage, repairs, and replacement or safe disposal where necessary.
- **Emergency Response:** Act as the primary contact for emergency situations, including fire alarms and security breaches. Respond to emergency situations or other urgent issues involving the estate as necessary.
- **Banking:** To undertake the securing and banking of all money received by the school and its users.
- **Training:** Ensure that you and relevant staff are always in-date with the necessary training to maintain full competence and compliance. Complete all relevant training the school considers necessary for this role and working within a school, including attending whole-school training during school inset days where required.
- **Audits:** Collaborate with external auditors (e.g. Health & Safety, Fire, Security) to provide information and support required, improve internal processes and record-keeping where identified, address remedial actions identified, establish a culture of ongoing improvement and adherence to compliance requirements.
- **Administration and Record Keeping:** Maintain accurate, sufficient and tidy records of effective premises compliance management, e.g. activity checklists, risk assessments, COSHH, Asbestos Management, Legionella Management, Gas servicing, etc. Maintain up to date documented key procedures, such as opening and closing the school, fire alarm protocols, security alarm protocols.
- **Decluttering:** Seven Mills has accumulated significant excess over the years. This role requires concerted and focussed action to methodically dispose of these excess items to free-up space, and to improve the overall cleanliness and tidiness of the school, as well as improved premises management. Lead a whole-site decluttering initiative at the end of each school term, liaising with staff to identify unused items, remove hazards, and create a more organised environment
- **Budget Management:** Work with the School Business Manager and Headteacher to set the annual premises budget, manage expenditure, champion cost-effective solutions for maintenance and repairs, and to identify longer-term higher-cost projects that the school will need to plan for.
- **Porterage:** To ensure the proper porterage of furniture and other deliveries within the school, engaging the support of an additional member of staff for help if necessary.

- **Communication:** The success of this role depends largely on good communication with the Headteacher and School Business Manager to review premises management issues, and to agree the priority of actions going forward. However, the role requires excellent communication skills in general, across all stakeholders.
- **General:** To undertake all reasonable requests from the Headteacher and School Business Manager that supports good estate management and the general well being of the school.

Qualifications and Experience/Skills:

- Proven experience in premises management or a similar role is preferable but not essential.
- Knowledge of key health and safety regulations is required, although training will be given to the successful applicant.
- Strong work ethic, organisational and time management skills.
- Problem-solving, time management, maintenance experience, budgeting, multi-tasking, organising and planning, leadership, good physical condition.
- Ability to work independently and as part of a team within a primary school environment, being approachable and kindly to staff, pupils, parents, contractors and visitors.
- Able to supervise and support a small team to ensure performance goals are met.
- Excellent communication and interpersonal skills.
- Efficient, proactive, results-oriented, takes pride in their work.
- Basic IT skills for communicating, learning, and maintaining all necessary records.
- Strong admin skills so that all required documents are up to date, neat and tidy – attention to detail is essential.
- Willingness to keep learning and developing, including undertaking all required training.
- Meets our Safeguarding standards, including having enhanced DBS certification.

Working Hours: Full-time, 35 hours per week, with occasional evening and weekend work as required.

Salary: NJC scale S01.