



JOB DESCRIPTION

Job Title: **Premises Manager**

Employer: **University of Brighton Academies Trust**

Academy/Department: **Estates and Facilities Management (EFM)**

Location: **Silverdale Primary Academy**

Grade: **East Sussex Grade 6**

Responsible to: **Senior Facilities Manager**

PURPOSE OF THE ROLE

1. Assist and deliver the required facilities services including the care, maintenance and servicing of Academy buildings, grounds and vehicles to maintain a clean, safe, and secure sites.
2. Ensure that all Health & Safety (H&S) regulations are strictly adhered to, ensuring the safety of all site users.
3. Assist and / or undertake the inspection, monitoring, recording and maintenance of Academy building and grounds maintenance to meet the required standards.
4. Ensure the delivery of a customer-focused facilities service is provided to the Academy.
5. Support the delivery of value for money in all areas of the delivery of EFM services to the Academy.
6. Supervise direct reports within the EFM team at the Academy.
7. Supervise external contractors delivering EFM services to the Academy.

KEY RESPONSIBILITIES

1. **Perform and assist with the inspection, monitoring, recording and maintaining of the Academy buildings and grounds to the required standards, including maintenance, cleaning, fittings, furnishings and decoration of the buildings, grounds and equipment utilising the Computer Aided Facilities Management (CAFM) system. Identify and escalate any concerns regarding the standards being achieved, particularly in respect of any statutory maintenance requirements, to your line manager.**
2. **Provide a customer facing service, being the main point of contact with the Principal/ Headteacher of the Academy. Measuring, monitoring and reporting on customer satisfaction.**

- 3. Assist the Health and Safety Representative (HSR) to ensure all relevant legislative requirements and good practice is continually observed, implemented and improved. To monitor the actions of both internal and contractor workforce, ensuring they are working in accordance with the agreed safe systems of works.**
- 4. Provide direction and supervision of facilities staff at the Academy in respect of the delivery of all EFM services, ensuring strict adherence to Health and Safety regulations and that a customer-focused service is provided at all times. Provide support to your line manager (Facilities Manager) in the allocation of duties and drawing up of staff rotas, as required.**
- 5. Supervise the delivery of EFM services by external contractors at the Academy to ensure that the services they are delivering are provided safely, efficiently and to the required standards, escalating any persistent issues to your line manager.**
- 6. Obtain quotations from contractors and suppliers for values up to £2,000, ensuring that value for money is obtained, submitting quotes to your line manager to raise the required purchase orders.**
- 7. Provide local monitoring and supervision of all self-delivered and external contracted buildings and grounds maintenance activities, construction and refurbishment work at the Academy, ensuring strict adherence to Health and Safety regulations and Trust policy.**
- 8. Monitor all equipment used by Academy-based EFM team members, ensuring that any equipment that is known to be faulty is repaired or removed from use until such time it has been repaired and recording any such incident on the CAFM system.**
- 9. Continuously monitor the stock of EFM related supplies and consumables at the Academy, raising orders for stock replenishment with approved suppliers as required, in order to ensure that there is always sufficient stock, so as to avoid any disruption to EFM service delivery to the Academy.**
- 10. Assist with and carry out duties associated with the routine and emergency opening and closing of Academy premises and grounds. Liaise with your line manager in respect of the requirement to attend site for out of hours emergencies and ensuring, where possible, site access in the event of snow, flooding or other emergency, taking all necessary preventative measures to ensure safe access to the Academy is provided.**
- 11. Liaise with your line manager to agree who is best placed to take responsibility for the co-ordination of any emergency response requirement and to contact the appropriate emergency services in the event of the following emergencies: fire, flood, critical incident, break-in, vandalism or accident. Escalate serious incidents to your line manager and the Senior Facilities Manager and to act as the point of contact for the Academy Principal / Headteacher when instructed to do so, keeping all stakeholders informed.**
- 12. Assist and carry out duties to maintain the security of Academy buildings and grounds carrying out security procedures for buildings and grounds in accordance with the Academy's policy. Take**

Inspiring our children and staff to flourish and achieve their best

measures as deemed suitable to ensure the protection of the buildings, grounds, employees, pupils, and visitors.

13. Assist with and carry out duties for the setting up, arrangement and dismantlement of furniture and equipment for all ordinary and extraordinary Academy events, e.g., assemblies, school plays, Open Days etc.
14. Manage the Academy lettings in conjunction with the external lettings company and be responsible for arranging cover for any lettings not covered by the external lettings company.
15. Manage and promote the use of the CAFM system by the Academy EFM team and Academy staff to report faults or request EFM services at the Academy. Ensure that all EFM tasks logged on CAFM in respect of the Academy are promptly updated on CAFM to support performance monitoring and reporting against all EFM services against the agreed Key Performance Indicators (KPIs).
16. Assist your line manager in delivering the sustainability actions applicable to the Academy, promoting on-site work ethics and practices are aligned to the Academies sustainability objectives for both directly employed EFM resources and EFM contractors and suppliers.
17. Monitor and utilise building management systems (BMS) present at the Academies, utilising these to control and amend temperature and humidity set points so as to maintain appropriate internal environmental conditions and also to identify potential faults and any requirement for maintenance intervention.
18. Manage and assist in the completion of planned and reactive maintenance tasks, ad-hoc repairs and decoration as required. Review, triage and assign tasks raised via the CAFM system to the resources available within the Academy's EFM team with the appropriate skills and abilities or, where necessary due to the skillsets not being available within the in-house team (including the Multi-Site Maintenance Technicians), assign the task to the appropriate external contractor.
19. Accept delivery of supplies, consumables, materials and other goods and arrange for these to be stored in the appropriate storage areas at the Academy, ensuring that any perishable items are appropriately rotated in storage to prevent those items deteriorating prior to use. Manage and, where required, undertake portering requests received from the Academy staff ensuring that these are properly recorded on the CAFM system.
20. Manage, supervise and where necessary deliver the cleaning of internal and external areas when required.
21. Work under the direction of your line manager and to deputise as Responsible Manager in their absence, if requested to do so.

22. Other Responsibilities

- 22.1. To participate in ongoing training and development and performance management activities as required.
- 22.2. Undertake other duties as reasonably directed by your line manager.
- 22.3. Ensure that all activities are performed in accordance with all applicable Trust policies and Trust's Financial Regulations.
- 22.4. To support other Academies within the Trust's portfolio, providing cover for absence or sickness where directed by your line manager.

PERSON SPECIFICATION

REQUIREMENT	CRITERIA	ASSESSMENT METHOD		
		APPLICATION	INTERVIEW	EXERCISE
EDUCATION AND QUALIFICATIONS				
Essential	QCF level 2 in English and Maths or ability to pass assessment at interview	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Hold or undertake training for first aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desirable	Trade or Facilities management qualifications at level 3 or above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desirable	Hold an IOSH qualification or equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNOWLEDGE AND EXPERIENCE				
Essential	An understanding of the main H&S Regulations, including COSHH and risk assessment and how they apply in an educational Academy environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	A willingness to learn new skills, complete training and contribute ideas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Experience in building maintenance, construction and / or wider facilities management services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to undertake and / or supervise a range of maintenance-related activities and other FM service requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Working in a customer-focussed environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Working knowledge of ICT and Microsoft software suite, including record-keeping, ordering and emails.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Undertaking a range associated duties and responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Experience in a managerial / supervisory role and of managing a team to deliver day-to-day FM services activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Previous estates / facilities experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Working as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desirable	Working knowledge of building systems including security, mechanical and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inspiring our children and staff to flourish and achieve their best

	electrical systems, including heating and hot water supplies.			
Desirable	Previous experience of working in an education environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desirable	Experience of using CAFM systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desirable	A sound knowledge of the required Academy building cleaning standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KEY SKILLS AND ABILITIES

Essential	Ability to effectively communicate all Academy policies and procedures, including H&S, to internal and external stakeholders and other parties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to carry out a range of tasks including physical and administrative duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to follow instructions and feedback to your line manager.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to act on own initiative, dealing with any unexpected problems that arise.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to demonstrate good interpersonal skills to communicate with a range of stakeholders and other parties, both internal and external.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to deputise for your line manager.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to effectively co-ordinate the Academy EFM team and work supportively as a member of that team.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to prioritise tasks, whilst ensuring that lower priority work is delivered in a reasonable timescale.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to access, manage and work with online service systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Desirable	Ability to direct the activities of any external contractors required to deliver work at the Academy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

PERSONAL ATTRIBUTES

Essential	A good communicator.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to work in a discreet and sensitive manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Ability to work effectively as part of a team.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Essential	Self-motivated with drive, initiative, and a high degree of pro-activity.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	To be aware of data protection issues.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Willingness to take personal responsibility for standard of work carried out.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential	Willingness and commitment to maintain confidentiality on all school matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Desirable	Willingness to participate in further training and development opportunities offered by the Trust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Desirable	Ability to think analytically.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Desirable	Ability to respond and manage change.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ADDITIONAL INFORMATION

This post will be subject to an Enhanced DBS Check.

This post is exempt from the Rehabilitation of Offenders Act (1974) – Applicants must be prepared to disclose all criminal convictions and cautions, including those that would otherwise be spent under the Act.

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

DOCUMENT INFORMATION

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may, however, be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Approval Date: **May 2024**

Job Evaluation Reference: EXT490