**Premises Manager**

**Main Purpose:**

* Maintaining a clean, safe and secure school premises, which includes buildings and grounds
* Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, porterage, and minor repairs
* Promoting health and safety around the school
* All other aspects of site management, such as supervising external contractors, and site use and development planning
* Managing caretaking team
* Manage the School Swimming Pool

**Duties & Responsibilities:**

**General Duties**

* Carry out porterage duties, such as moving furniture and equipment around the school
* Maintain the general school premises, furniture and fittings, and report any issues to School Business Manager / Headteacher
* Carry out small repairs and DIY projects
* Arrange larger repairs and obtain quotes from contractors
* Advise on site development projects and made recommendations on site use
* Manage the day to day running of the School Swimming Pool

**Cleaning**

* Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
* Carry out emergency cleaning duties, such as gritting and cleaning up spillages
* Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
* Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

**Security**

* Maintain the security of the school premises as the main key holder
* Lock and unlock the premises as required, including out of school hours when necessary
* Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
* Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
* Carry out regular checks of alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
* Advise the headteacher on all matters relating to school security and safety

**Health & Safety**

* Ensure a safe working and learning environment in accordance with relevant legislation
* Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the School Business Manager / Headteacher
* Provide safe access to the school in cold weather conditions
* Make sure all members of the team follow health and safety procedures
* Monitor the work of contractors, ensuring safe working practice and quality of work

**Line Management**

* Manage the caretaking team on a daily basis
* Ensure school terms and holidays are sufficiently covered with staffing
* Delegate tasks appropriately to staff and ensure the smooth running of the team
* Carry out performance management duties and make sure all staff in team have relevant, required training

**Responsibilities**

* Be committed to the safeguarding and promotion of the welfare of children and young people
* Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
* Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communication with all staff and other agencies/professionals
* Recognise own strengths and areas of expertise and use these to advise and support others
* Participate in training and other learning activities and performance development as required
* Ensure that cleaning staff carry out their duties professionally and effectively
* Supervise a caretaking team that delivers and meets the needs of the school
* Ensure contractors and external visitors comply with security and health and safety while on school premises

**Person Specification;**

|  |  |
| --- | --- |
| **Criteria** | **Qualities** |
| **Qualifications & Training** | * Premises Experience and Health & Safty (or willingness to complete it) * GCSE English and maths or equivalent * Commitment to undertake further professional development if required |
| **Experience** | * Caretaking * Building Maintenance * Security, including alarm systems * Cleaning work * DIY * Working in a team * Managing a team * Working with contractors |
| **Skills and knowledge** | * Good knowledge of Health & Safety regulations * Ability to work flexibly, independently and as part of a team * DIY skills * Ability to plan, organise and prioritise * Ability to use IT packages including word processing, and Health & safety compliance software. * Anility to use relevant office equipment effectively * Ability to build effective working relationships with colleagues * Understanding of safeguarding |
| **Personal Qualities** | * Commitment to promoting ethos and values of the school and getting the best outcomes for all pupils * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Embraces change well * Deals with difficult situations effectively |

Closing date: 9am 5th May 2025

Interviews: TBC

Visits to the school are highly recommended, but do not form part of the recruitment process. Please contact the office to arrange an appointment.

Email recruitment@stwilfridsbh.org.uk

Application forms and other documents can be obtained from our website <http://www.st-wilfrids-burgesshill.w-sussex.sch.uk> or by emailing recruitment@stwilfridsbh.org.uk

*St Wilfrid’s Catholic Primary School is fully committed to safeguarding children. The post will be subject to satisfactory references, health checks and Disclosure and Barring Service checks. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Proof of the right to work in the UK will also be required.*