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Post Title: Premises Manager

Salary: HAY Grade 7, Spine points 14 – 25 (£35,373 - £41,637)

Location: Charter School Bermondsey

Contract: Full time, all year round

Responsible to:

School Director of Business & Operations – Line Management and day to day operations
Trust Director of Estates - Policy, standards, compliance and capital planning

Role

To take operational responsibility for the school site, ensuring legal and statutory compliance across health and safety, maintenance, and security. The role provides leadership to premises assistants and contractors and works with the Headteacher and Business Manager to maintain a safe, efficient, and sustainable school environment.

The postholder leads the day-to-day management of the school premises, acting as the single site lead for all premises matters and ensuring that buildings, grounds, and facilities are safe, compliant, and well maintained. They supervise site staff and contractors, implement Trust estates policies and compliance systems at school level, and operate within the agreed reporting structure: reporting directly to the Headteacher in a primary setting, or to the Premises Manager or Director of Business & Operations in a secondary setting.

Key Responsibilities

- Plan, direct, and monitor the work of premises assistants and cleaning staff, ensuring daily standards of presentation, security, and compliance.
- Maintain and update the school's compliance log; carry out routine inspections; ensure contractors comply with RAMS and induction procedures; act as Fire Marshal and First Aider where trained.
- Undertake risk assessments for premises activities; monitor COSH and asbestos records; escalate risks to SLT and the Trust Estates Team.
- Coordinate small projects including redecorations and minor refurbishments; liaise with contractors and suppliers; inspect completed works for quality and compliance.
- Implement Trust policies on health and safety, sustainability, and energy management at school level and feed local data into Trust systems.

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- Support maintenance budget planning with the School Business Manager; obtain competitive quotes and monitor value for money.
- Carry out termly condition walks; maintain asset registers; plan preventative maintenance schedules.
- Monitor energy and water consumption and promote energy-saving behaviours; report defects promptly.
- Develop and maintain site emergency plans; lead evacuation drills; coordinate responses to flooding, fire alarms, and weather events.
- Provide premises updates for SLT and governing body meetings as required.
- Ensure spaces meet statutory and DfE requirements for occupancy, safeguarding, and accessibility.

On occasion, and only when operationally necessary, the postholder may be required to provide short-term support at another school within the Trust. This would typically be to maintain safe operations where a premises colleague is unexpectedly absent (e.g., sickness or emergency). Such support will not form a regular part of the role and will be arranged with reasonable notice wherever possible.

General

Lead by example to create a culture of safety and service. Work flexibly to cover evenings and events when required. Attend Trust and school training in compliance and management. Maintain accurate digital records and communicate professionally with staff, pupils, and contractors.

Qualifications & Experience

Significant experience in premises management or caretaking. Demonstrable knowledge of statutory compliance (e.g. fire safety, asbestos, legionella). Experience of supervising staff and contractors. Competence with basic budget and procurement processes. Literacy, numeracy and IT skills sufficient for record-keeping and communication.

Knowledge & Skills

Comprehensive understanding of H&S law and Trust compliance systems. Ability to prioritise workloads and respond to emergencies. Practical skills in maintenance and problem solving. Confidence to communicate with senior leaders and external contractors. Data-entry and digital log management skills (IAMCompliant or similar).

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Personal Qualities

Responsible, methodical, and resilient under pressure. Leadership presence with hands-on approach. Strong commitment to school ethos and pupil wellbeing. Adaptable and solution-focused when facing maintenance issues or unexpected events.

Safeguarding & Equality Statement

The Charter Schools Educational Trust is committed to equality and diversity and to being a family where everyone can be themselves. As an already diverse school we actively seek to be representative of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity. We actively encourage applications from diverse backgrounds to join our team.

We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.

The Charter Schools Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References will be sought and the successful applicant will need to undertake an enhanced Disclosure & Barring Service (DBS) check.

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