

Job description Premises Manager

Job Title: Premises Manager

Reports to: Principal

Core Purpose:

- Be responsible for maintenance, security and facilities management services on school site and premises
- Provide specialist support in a specific support resource area.
- Be responsible for maintenance of a clean and hygienic school interior/exterior.

Leadership & Management	Liaise with and manage the cleaning staff from the external company
	Liaise with and manage the needs of UTCO with the security company
	Coordinate planned and reactive maintenance work ensuring standards of work remain high
	Manage the work of contractors to ensure is of good quality and value for money, that all contractors adhere to site and health and safety requirements
	Manage the Mini-bus drivers and the maintenance of the minibuses via the lease company. Ensure Mini-buses are regularly checked and kept in roadworthy condition
Site Duties Maintenance	Support larger projects in agreement with Central Site Department
	Undertake appropriate repairs e.g., redecorating and fixing
	Manage a rolling programme of internal alterations repairs decoration and improvements
	Manage and carry out reactive maintenance – such as decorating, replacement of light bulbs, tubes, fuses, doors and furniture etc.
	Co-ordinate Maintenance Contracts awarded to outside contractors
Security	Ensure that the vast key system is functional and that spare keys are both kept secure and available at all times
	Responsibility for ensuring reasonable security for the school site
	Management of CCTV, burglar alarms, locks, key combination locks, alarm codes etc
	Participation in call outs in the event of fire, break-ins, and other emergencies
Porterage	Movement of school and site deliveries, receiving, storing and transporting as required
	Movement of furniture and classroom equipment around the site
	Setting up and down for hall and other venues for assemblies, events, exams etc.
	Clearance and preparation of site as necessary during different weather patterns such as snow and ice clearance, supply
	Clearance of spillages around school when cleaning contractors are not on site

Health and Safety	Co-ordinate with Leadership Team fire drills and lockdowns.
	Active in identifying and resolving health and safety risks
	Run the weekly fire alarm and lock down safety checks. Be the responsible person for Health and Safety regulations, Fire/Smoke Alarms (including processing 3 trial fire evacuations per year) and Legionella ensuring all related risk assessments and documentation are in place
	Run the maintenance checks on the boilers and check meter readings for the utilities
	To manage the testing of the Portable Electrical Appliances (PAT) and to maintain the appropriate records
Behaviour and Attitudes	It is the post holder's responsibility to carry out your duties in line with the UTC's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
	Such other duties as may be appropriate to achieve the objectives of the post to assist the thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitude
	The post holder must at all times carry out his/her responsibilities with due regard to the UTC Oxfordshire's policy, organisation and arrangements for Health and Safety at Work.
	To work in a flexible manner and to be willing to undertake other duties as reasonably requested

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

QUALIFICATIONS & EXPERIENCE	TECHNICAL COMPETENCIES /SKILLS	BEHAVIOURAL SKILLS
Essential <ul style="list-style-type: none"> • Good general education to GCSE • Trained in health and safety procedures • ICT Skills • Site management experience • Performance management • First aid • Legionella Awareness training • Fire extinguisher training • Working at height • Mini-bus driver licence/training • Time management • Child protection training 	Essential <ul style="list-style-type: none"> • Wide range of handyperson skills and previous experience of working in an educational establishment • Demonstrable skills in staff management • Leadership skills • Read and understand building plans • Strong verbal and written English language skills • Reasonable level of ICT skills – word, excel, email, internet 	<ul style="list-style-type: none"> • Practical • Proactive • Professional • Ability to develop and maintain good relationships with staff and external customers of all levels • Customer service focussed • A solution finder • Patience and tact • Methodical and well organised • Professionally discreet and able to respect confidentiality • Ability to command and to show respect • Flexible approach to tasks • Confident and able to use own Initiative
Desirable <ul style="list-style-type: none"> • Time management • Apprenticeship/diploma in building and construction/industry • Education to A level or higher standard • IOSH or NEBOSH health and safety certified 	Desirable <ul style="list-style-type: none"> • Experience in job costing and budgetary control, dealing with finances. • Business management skills and experience • Experience in working in the building industry with competent allied trade skills • Experience in security – possibly SIA trained/registered 	