



JOB DESCRIPTION

School: Iqra VA Primary School

SECTION A:

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| Job Title: Premises Manager | Reporting to: Headteacher Assistant Headteachers School Business Manager |
| Grade: SO1 | |

SECTION B: Responsible for: No staff to supervise

SECTION C: PURPOSE OF POST

The premises officer will:

- organise and manage the general provision of an organised, safe and secure environment for the staff, children and authorised visitors at the school and children’s centre
- be responsible for the maintenance, of all buildings, grounds, equipment, fixtures and fittings
- take responsibility for the premises, with the headteacher, during the hours employed
- be an appointed keyholder and also responsible for providing an out-of-hours key-holding service.
- Administration of paperwork for Health & Safety and building management

The school is open from 7.10 a.m. – 5.45 p.m. Monday to Friday 39 weeks term time plus additional three weeks in the holiday per year. There is also a need for flexibility of school openings in the evenings, weekends and bank holidays due to different activities and maintenance happening at the school. This role is subject to 6-month probationary period and successful candidate will be employed on a permanent basis.

SECTION D: Main duties and Responsibilities/Functional Links

Main duties and responsibilities:

1. **Site care, organisation and management**
2. **Administration paperwork of building management and compliance**
3. **Other responsibilities associated with the efficient running of the school.**



1. **Site care, organisation and management**

1.1 **Health and Safety/Security**

The premises officer is a key figure in the management and maintenance of a secure, clean, safe and healthy working environment. The post holder will have up-to-date knowledge of the use and maintenance of fire precautions and fire fighting equipment and the identification of existing or potential hazards and their elimination. The premises officer will be responsible for ensuring maintenance contracts are carried out.

When the security and outside cleaner is unavailable the premises officer will ensure the building is left securely – windows locked, doors closed/locked, lights off, electrical appliances off, alarms activated, etc.

Duties include:

- Testing fire call points on a regular basis and recording details of the testing
- Ensuring all safety drills including fire drills, Evacuation procedure and all other relevant safety drills are carried on a regular basis with relevant paperwork/documentation completed in a timely manner.
- Maintaining good standards of housekeeping and cleanliness in the activities in their control
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose it is used
- Undertaking, as required by the headteacher, any formal health and safety monitoring or inspections, in order to assist the school maintaining adequate health and safety standards
- Reporting promptly any deficiencies in health and safety standards they are not able to correct to the headteacher or senior leadership team
- Reporting the purchase of hazardous substances to be included on the COSHH register. SBM must be alerted to any entry made to the register in a timely manner.
- Opening the fire exit doors on the ground floor and the playground entrance daily by 7.30am
- Taking responsibility for weekend and out of hours whole site security, including liaison with fire and police services, when necessary.

1.2 **Maintenance, Heating and Ventilation**

- Organising and managing all minor works carried out at the school.
- Organising and managing any maintenance of all outside areas in consultation with staff.
- Ensuring routine maintenance tasks are carried out annually, including PAT testing, fire alarm, boiler, water, fire extinguishers, legionella etc.
- Taking responsibility for ensuring appropriate temperature is maintained in the school for children and staff.
- Ensuring the solar panels are maintained to the expected standard.
- Ensuring the Heat/Vent system is working as it should.
- Ensuring all external areas, furnishing & ironmongery is clean and free of any debris.



And the Hereafter.

1.4 Contractors

- Managing contractors when appropriate.
- Ensuring all visits/works are carried out in accordance with the health and safety guidelines as specified at relevant site meetings.
- Liaising with Lambeth Local Authority as appropriate.
- Acting as the school representative in any dealings with contractors who are to work with the school.

1.5 Gardening

- Maintain the garden areas, pruning shrubs, weeding, planting, etc.
- Overseeing work of tree pruning.
- Ensuring pathways in and around school are regularly cleaned

2. Administration of paperwork of building management

- Contribute ideas to the provision of a costed annual rolling maintenance programme proposal for consultation and agreement by the governing body resources committee.
- Being responsible for ensuring that building budget is well managed annual to avoid variances
- Completing all relevant paperwork for health and safety and building maintenance inline with Lambeth school Audit.

3. Other Services associated with the efficient running of the School

3.1 Storage

- Organise and manage all storage areas compliant with health and safety regulations and ensure deliveries are taken promptly to the appropriate area.

3.2 Utilities

- Organise visits from necessary utilities.
- Take meter readings as and when required and log readings.

3.3 Deliveries

- To assist the admin office in unpacking, recording and storage of deliveries.
- Take receipt of and distribute large items in accordance with safe handling practices.
- To undertake any other reasonable request by the headteacher, School Business Manager and School Governors.

4.1 Training

- To undertake appropriate training to ensure up to date knowledge of current health and safety legislation, fire regulations and new initiatives.
- To attend training on manual handling and ensure staff are familiar with these regulations.
- To attend annual fire Marshall training.
- To attend PUWER (Provision and Use of Work Equipment Regulations) training

Weekly walk-through inspections of the school with the headteacher and School Business Manager will be carried out to identify any issues the premises officer needs to attend to.



Data Protection

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data Protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety (Mandatory)

To carry out all duties with full regard to the employee's legal obligations to maintain their own health and safety at work, to be aware of the impact of activities on the health and safety of others and to comply with any Department or local health and safety procedures or instructions.

Safeguarding

To ensure procedures are followed with regard to safeguarding children and child protection within the setting, ensuring appropriate action is taken.

Iqra VA school is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

Functional Links

Lambeth LA, electrical contractors, building contractors.



And the Hereafter.

PERSON SPECIFICATION

School: Iqra VA Primary School
Job Title: Premises Manager
Directorate: Children & Young People’s Service
Grade: SO1

| CRITERIA | |
|-------------------------------|---|
| Relevant Experience | Working in a school environment |
| | Dealing with contractors |
| | Building trade |
| | Working as part of a team |
| Knowledge | Knowledge and experience of Health and Safety policies and procedures essential |
| | Basic plumbing |
| | Basic electrical understanding |
| | Understanding of plants |
| Skills & Abilities | Basic practical DIY skills Good organisational skills Ability to establish and maintain good working professional relationships with staff, children and parents Ability to remain calm under pressure Assertive, non-confrontational Ability to make everyone feel welcome when visiting Iqra School Alert to situations and peoples’ needs Communicates well, both orally and in writing Adopts a pro-active approach to the role Security conscious Ability to use own judgement and make decisions Ability to use initiative and prioritise own workload Ability to investigate and solve problems Ability to carry out written and oral instructions Ability to work well, within a small busy team Ability to maintain confidentiality |
| Attributes | Punctual Trustworthy Flexible Reliable Discrete |



SECTION E:
agreed

Signatures – Job Description discussed and

Signature of Post Holder:

Date:

Signature of Line Manager:
(Head teacher)

Date: