



## **School Premises Manager**

Salary: **Bohunt Salary Grade 5: Range £32,146 - £35,240 (depending on experience)**

Location: **Bohunt School, Wokingham**

Reporting to: **Operations Lead - Site**

Contract type: **Full Time, 37.5 hours per week - 08:00 - 16:00.** Some flexibility is required for whole school events and for out of hours key holder responsibilities.

Contract term: **Permanent**

### **Generic Role Purpose**

To oversee and coordinate the work of the site team to ensure that the school is able to have high standards of operational effectiveness.

To have overall responsibility for leading and developing the site team to ensure high standards of operational effectiveness and to help deliver the aims and ethos of the school.

To ensure a safe working and learning environment in accordance with relevant legislation.. This includes ensuring; the security of the site and buildings both in term time and school holidays; the maintenance of the site; the servicing of equipment such as heating, lighting, air-conditioning and alarm systems in line with legislation.

To maximise the revenue potential of the site.

### **Specific Responsibilities Include**

Ability to establish constructive relationships and communication with all staff and other agencies/professionals to deliver high standards of Health and Safety.

Creating monitoring and evaluating a Premises Plan which reflects the priorities of the School Improvement Plan and contributes to the aims of the school.

Responsibility for maintaining the security of the site and buildings both in term time and school holidays.

Keyholder responsibilities. These will extend beyond regular working hours on a rota basis to cater for emergencies at any time, day or night.

Keeping up to date with changes in legislation, (especially health & safety) and best practice in facilities management.

Ability to deliver value for money through purchasing and management of maintenance contracts.

Line management of the Site team to include rota planning, performance management, staff training and ensuring their effective and efficient deployment during the working day.

Ensure that duties are carried out professionally and effectively.

Leading on the management of an efficient and effective reporting, monitoring and repair system. This will include supporting the roll out and maintenance of SmartLog (an online system).

Oversight of the school building systems, including the heating, building management system (BMS), electrical systems and water supply.

Ensuring that the servicing of essential equipment is carried-out on a regular and timely basis.

Effective contract delivery for service level agreements, including the supervision and monitoring of the cleaning contract to a high standard.

Acting as a point of liaison between contractors and the school for building and site projects.

Preparing the site for school events.

Managing the operation and safety of the school minibuses.

Carrying out any other duties which may reasonably be required by the Headteacher or other members of the Leadership Team.

Implementing and upholding the schools red line protocols and values of enjoy respect achieve.

Engagement in the wider life of the school.

The role involves a blend of both physical activity, as well as administrative duties. Ability to use IT systems is essential. Prior experience of working within facilities management would be desirable.

*Bohunt School Wokingham is committed to safeguarding and promoting the welfare of children and young students and expects all staff to share this commitment. The successful applicant will need to undertake an Enhanced DBS check.*