



The Charter School East Dulwich

Premises Manager Job Description

Job Role: Premises Manager

Contract: Full Time, 36 hours per week

Salary: Hay 9 Point 27-34

Line Managed by: School Business Manager

Main Areas of Responsibility

Leadership and Management of Premises Team

- Responsible for all people management aspects of a team of Premises Officers and Porters, supported by the School Business manager; including their recruitment, performance management, training – including acquisition of skill levels regarding minor maintenance work, Health and Safety and compliance;
- Schedule, prioritise and supervise the work of the premises staff, and any other members of staff employed, within their area of responsibility.
- Oversee all premises set up for events and needs of school staff and relevant lettings.

Building Maintenance

- To supervise premises staff, to ensure that their work is directed to maximise 'value for money,' ensuring high levels of productivity;
- To supervise all work completed by outside agencies on the premises and grounds, their services, fittings and equipment, ensuring any inefficiency or ineffectiveness are brought to the attention of the Trust Estates Lead/School Business Manager;
- To plan and action the refurbishment of areas of the school as required by the school Leadership team;
- To ensure any school vehicles are maintained, serviced and cleaned;
- To respond to and organise event set up to support schools staff and event planning across the year.
- To oversee response to premises requests in a timely manner across the school.
- To set, deliver and quality assure premise team daily, weekly and termly checks across the premises team responsibilities.
- To provide such technical and practical support to teaching and support staff within the capability of staff at their disposal;

- To regularly inspect internal and external fabric of the buildings, initiating reparation of defects and prioritising necessary repairs. Any major defects or development plans to be discussed with the Headteacher, School Business manager and Trust Estates Lead;
- To liaise with School Business manager and Headteacher on all matters of security during the school day and out of hours;
- To complete all tasks within their area of responsibility that may reasonably be requested by the school business manager or headteacher;
- To maintain, decorate and repair the school premises where such work is within the capabilities of the premises team;
- To supervise oversight of deliveries to the site as appropriate;
- To oversee the production and delivery of a planned programme of maintenance and repair of the buildings with direction from the Trust Estates Lead;
- To liaise with teaching staff to ensure that all facilities for teaching and learning are as high quality as possible;
- To contribute personally to repairs and maintenance alongside other staff;
- To manage community use and bookings of the premises, liaising with the school business manager in managing bookings and ensuring that a caretaking and facilities management service is provided to customers.
- Ensuring that quality of service is being delivered by the cleaning contractors, and to feedback to the School Business Manager any concerns as they arise

Health and Safety

- To ensure that the sites and building comply with highest levels of security with regard to safeguarding before, after and during hours with direction from the Trust Estates Lead
- To ensure health and safety systems and processes that are site or buildings related are of high quality with direction from the Trust Estates Lead;
- To report to the Headteacher and the School Business Manager on buildings and site related safety;
- To regularly inspect the condition and quality of the premises taking action to address any issues that arise;
- To manage the security and opening/closing of the building with direction from the School Business Manager;
- To be responsible for security systems and the security of the school, liaising closely with the School Business Manager.
- To ensure appropriate provision of first aid across the premises team
- To be the designated responsible person for fire safety, ensuring that:
 - Fire detection and alarm systems are tested and maintained
 - Regular fire drills are scheduled and documented
 - Fire risk assessments are kept up to date and any resulting actions implemented
 - All staff are aware of fire safety procedures, including evacuation and invacuation protocols

- To oversee evacuation, invacuation, and lockdown procedures and ensure all staff are appropriately trained.
- To ensure all aspects of building and premises compliance are met and to communicate in a timely fashion to the School Business Manager and Trust Estates Lead where risks of non-compliance arise.
- To use CAFM (Computer-Aided Facilities Management) software to plan and track statutory compliance, reactive repairs, and planned preventative maintenance, ensuring all records are up to date and accessible for audit.

PERSON SPECIFICATION: PREMISES MANAGER

Qualifications & Experience

Qualifications, Knowledge & Training

- Relevant degree or equivalent qualification
- Knowledge of Health and Safety legislation and requirements
- Training in relevant Health and Safety requirements
- Sound training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same).
- Knowledge of the operation of heating, ventilating systems and common causes of malfunctions.
- Knowledge of maintenance and security systems and procedures
- Knowledge of procurement procedures for service level agreements
- Knowledge of supervisory skills
- Understanding of appropriate cleaning methods and standards
- Relevant Fire safety and first aid qualifications – or commitment to undertake specific training within the first six months on appointment

Experience

- Demonstrable experience of working in a school or educational establishment with children and young people
- Experience in developing and managing planned preventative maintenance schedules
- Experience of developing and managing H&S compliance check programmes
- Experience in the use of CAFM software systems
- Considerable general maintenance experience
- Considerable experience in dealing with external contractors
- Successful experience of managing a team of premises staff
- Experience in obtaining best value for money when managing budgets
- Experience in managing premises budgets
- Experience of managing large building projects
- Experience of successfully managing a variety of events

- Experience in managing service level agreements ensuring good value for money
- Experience in managing fire safety systems, documentation, and procedures in a large organisation or school setting

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by the Headteacher. The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the postholder.

All staff must participate in the school's Appraisal process.

The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.

The Charter Schools Educational Trust is committed to equality and diversity, and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity.

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.