



The LETTA Trust

Senior Premises Manager Job Description

Job Title: Senior Premises Manager

Salary Grade: PO1

Hours: 35 hours per week, all year round

Contract Type: Permanent

Responsible to: Chief Operating Officer (COO)

Responsible for: Premises team and site contract staff

Main Purpose of the Role

- The Senior Premises Manager is responsible to the Trust and Headteachers for the school sites; for their appearance, for making sure they work well, and for ensuring they are safe places to learn
- To be responsible for all premises staff and site contractor staff working across all Trust sites
- To coordinate the day-to-day activities of all premises staff and site contractor staff working across all Trust sites
- To coordinate planned maintenance and reactive repairs, ensuring minimal disruption to Trust activities
- To conduct risk assessments, site inspections and safety audits in conjunction with the Compliance Officer and implement corrective action
- To work alongside the premises team within the Trust schools

Premises, Estates and Facilities Management

- Undertake all appropriate administration work including maintaining and using the KCH Portal to review and manage tasks, record data, managing statutory testing and life cycle works
- Procure and manage supplies and inventory, equipment and support with works contracts to deliver value for money
- Support the development and monitoring of premises budgets, ensuring cost-effective delivery of services
- Working with the COO to evaluate the quality of third party service delivery benchmarked against KPIs.
- Work with the COO and Compliance Officer to plan a routine maintenance programme for each school site and be responsible for its implementation
- Organise and/or carry out ad hoc repairs and maintenance outside of the maintenance schedule, including making appropriate emergency repairs personally or contracting appropriate specialist contractors
- Act as the primary contact for all site contractors and support building projects, ensuring work is completed to specification and any errors or omissions are speedily remedied
- Support the COO in reviewing, negotiating and agreeing site contracts for external suppliers
- Ensure the efficient and proper portering of furniture and deliveries across all Trust premises, including responding to short-notice requests from schools
- Act as first line of contact with all external utilities including energy suppliers, water and telecommunications

Health, Safety, Security and Compliance

- Work with the COO and Compliance Officer to maintain Trust premises in a safe and healthy condition
- Ensure the safe and efficient operation of all mechanical, electrical and heating services, and monitor appropriate levels of lighting, heating and ventilation
- Ensure proper maintenance of all fire and safety equipment, safe access and egress, and safe storage and use of materials
- Support the annual review of Health and Safety policies and practices to ensure legal compliance
- Work with the COO to maintain the security of school premises, including ensuring patrols are undertaken
- Ensure alarms and CCTV systems are properly maintained and used, and keys are issued and secured appropriately
- Act as one of the key holders and attend emergency call-outs as necessary
- Liaise with Trust colleagues, police and fire brigade on matters of security, fire and safety, taking appropriate action in cases of break-in, theft or fire

Cleaning and Site Services

- Act as the primary point of contact for cleaning contractors
- Supervise contracted cleaning personnel, ensuring clarity of expected standards, monitoring performance and providing feedback to contractors
- Work with the cleaning and premises team to ensure all Trust sites are clean and litter free
- Ensure the cleaning of slippery floors, floods, spillages and bodily fluids (not on students or their clothing) is dealt with appropriately and that suitable emergency arrangements are in place

Line Management and Team Leadership

- Line manage and supervise premises team members and cleaners
- Design and implement a premises team structure for Trust sites to ensure all duties are discharged competently
- Coordinate annual leave requests to ensure premises priorities and project work are not adversely affected
- Plan and jointly lead premises team meetings with the COO
- Provide training and guidance to enable premises team members to work independently and competently
- Support premises team members in the use of the KCH Portal
- Provide training and guidance on key systems including plant, alarms, CCTV and related technologies
- Work with Trust schools to enable the smooth operation of all lettings

Communication and Stakeholder Engagement

- Work collaboratively with Trust leadership, school leaders, trustees and external partners to align estate operations with organisational goals
- Communicate with staff, children, visitors and contractors in a professional and courteous manner at all times
- Use work email, radios and messaging systems to communicate effectively with premises team members, other staff and external organisations
- Ensure that the KCH portal is used by the whole team to record all relevant data

Managing Own Performance and Development

- Participate fully in the Trust's performance management cycle
- Attend relevant meetings and training, sharing knowledge and ideas with colleagues
- Demonstrate resilience and resourcefulness, anticipating and solving problems and identifying opportunities

General Requirements

- Work flexibly across LETTA Trust school sites and closely with the COO, Compliance Officer, Headteachers and school leaders
- Show commitment to the Trust, in combatting social inequality, its inclusive ethos and strongly opposing all forms of discrimination
- Support the Trust's statutory policies including health and safety, disability discrimination and equal opportunities
- Safeguard and promote the welfare of pupils and follow child protection procedures adopted by each school
- Undertake any other professional duties commensurate with the grade of the post

Notes

- This job description is illustrative of the general nature and level of responsibility of the work and is not a comprehensive list of all tasks
- The post holder may be required to work outside normal school hours, including opening or closing buildings for events or overseeing lettings
- The job description may be amended at any time in consultation with the post holder

Line manager's signature: _____ **Date:** _____

Post holder's signature: _____ **Date:** _____