

JOB DESCRIPTION PREMISES MANAGER

Reporting Line and Scope of Role

Reports to: Bursar

Internal Contacts: School employees, pupils, governors

External Contacts: Parents, contractors, suppliers, external agencies

Salary: between the range £30,000 - £36,000 (according to experience/qualifications)

Hours: 06:30 - 15:30 and 09:00 - 18:00 Monday - Friday (40 hours) on rotation with some additional hours and weekends required.

Annual Leave: 30 days (dates to be agreed with Bursar)

Key Purpose of the Role

To be responsible for the security and maintenance of the whole school site and to ensure the school complies with all current legislation relating to site safety and management. The role requires practical and physical delivery but also effective administration and maintenance of appropriate records and plans. To promote and participate in achieving the most efficient and economic use of the school premises, facilities, plant, equipment and materials.

Key Responsibilities

1. Site Maintenance

Responsible for ensuring the site is maintained in a good state of repair and appearance including all buildings and facilities, roads and pathways, grounds and gardens.

Principal Tasks

- In conjunction with the Bursar, formulate and manage a rolling maintenance programme that takes account of school priorities and risk assessments.
- Undertake emergency and planned maintenance and repairs within capability, escalating to specialist as required; respond effectively and maintain a log of such works.
- Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services where necessary.
- Maintain the school grounds to a high standard including all lawns and beds; ensure grounds are litter free. Where required, liaise with external contractors to maintain cost-effective schedules.
- Liaise with the Headmaster and Bursar in the preparation of grounds, maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact.
- Manage all contractors on site, ensuring that all health and safety requirements are met. Monitor their performance and inspect completed work.

- Line manage the Caretaker / Groundskeeper including annual appraisals and training programmes.
- Undertake routine inspections of the site including daily maintenance checks.
- Maintain computerised records of all regular checks undertaken.
- Responsible for heating and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost and energy saving projects.
- Undertake and document a termly risk assessment of the whole site and other risk assessments / health and safety checks as directed by the Bursar or specialist advisors.
- Attend regular meetings including a weekly site review with the Bursar.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these.
- Regularly inspect all drains and gullies for blockages remedying as necessary.
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.
- Support the Groundskeeper to maintain the school grounds e.g. mowing pitches and grassed areas, weeding of flower beds, strimming, line marking (pitches/athletics/sports days).
- Be the initial contact for all stakeholders.
- Maintain your own skills through self- identified and line manager identified training and participate fully in the appraisal scheme.

2. Fire and Security

As the designated Fire and Security Officer ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.

Principal Tasks

- Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
- As a primary key holder be prepared to attend out of normal working hours as and when required (a local security company is the first responder).
- Monitor traffic on site including adherence to school rules. Along with the Bursar regularly assess and review traffic & parking policy to ensure optimal safety.
- Ensure internal security procedures are adhered to; reporting any issues to the Bursar
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff.
- Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs.
- Maintain the Fire Risk Assessment, updating where appropriate and resolving any issues.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations. Notify the Headmaster of the accessibility and safety of the site in such circumstances, particularly if a closure of the school is required.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board.

- Ensure effective lettings, ensuring clients are briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure. Some evening and weekend cover will be required in connection with school events and lettings.

3. Health & Safety Tasks

- Ensure the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records.
- Carry out weekly legionella prevention testing and maintain records. Ensure legionella risk assessments are in place for each building and arrange contractor visits when due.
- Participate in the continuing development of robust, transparent health and safety systems and procedures.
- Support health and safety training initiatives and deliver components where appropriate.
- Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary.
- Actively participate in the Health and Safety Committee.
- Undertake suitable and relevant first aid training and act as a site first aider.

4. Cost Effectiveness

Contribute to the school's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site and to participate in developing community opportunities.

Principal Tasks

- Working with the Financial and Marketing team to promote and manage the letting of the school's facilities within the local community.
- Manage, schedule, and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed, advising senior leadership in order to ensure the most economical use of fuel and water.
- Participate in the day to day operation of the dining facility working closely with the external catering management team to ensure efficient and safe systems are in place.

5. Portering

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected.

Principal Tasks

- Transfer goods and materials delivered to the school to appropriate locations around the school site; assist with assembly of goods received where necessary and report any defects.
- Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events, dining hall and so on.

- Supervise and assist with the erection and dismantling of temporary structures such as the school gazebos and staging, as required.

6. Cleaning and Welfare

Participate in and ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

Principal Tasks

- Main point of contact for cleaning either in house or contractors including owners and operatives.
- Ensure high standards are maintained, operatives efficiently employed and value for money achieved.
- Manage refuse and recycling procedures and ensure relevant staff are aware. At least half-termly clean all bins to keep hygienic and deter pests and rodents.
- Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds.
- Carry out emergency cleaning as required.
- Monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items; working with Caretaker and cleaning contractors to ensure effective replenishment.
- Clear snow and ice (etc) as appropriate including treatment of surfaces with salt and ensure sufficient materials are available when the conditions demand.

7. Transport Tasks

- Relief Driver for the school minibus in the event that a timetabled driver is unavailable; subject to the provision of appropriate training.
- Supervise the servicing, checking and record keeping associated with the school minibuses to ensure they are carried out to the required standard.
- Ensure the minibuses have sufficient fuel (subject to staff communication/usage).

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The post holder must also read, note and adhere to the Gayhurst Staff Code of Conduct and attend courses relevant to Safeguarding issues.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officers (Headmaster, Deputy Head and/or Head of Junior School).

Reviewed March 2019

PERSON SPECIFICATION PREMISES MANAGER

- Experience:** Competent at basic building repairs, maintenance and grounds maintenance.
Use of small industrial/electrical/plumbing/mechanical equipment.
Experience of prioritising tasks
Qualification in a trade such as electrician, plumber etc desirable
Experience of maintaining ground/landscaping desirable
- Qualifications or Training:** Knowledge of basic health and safety legislation
Understanding of site security issues
Evidence of recent, relevant training activities
Willing to undergo training as required; able to understand and apply Regulations (such as health and safety, manual handling regulations, etc)
Able to operate electrical/mechanical systems
Willing to undergo First Aid training.
Basic ICT skills
D1 licence (or willingness and ability to gain)
- Practical Skills:** Able to effectively organise own work and manage a small team
Ability to communicate clearly and effectively
Able to regularly handle/carry heavy items
Good inter-personal skills, including line management
- Personal Qualities & Attributes:** A proven record of a high level of attendance at work.
Co-operative, polite and courteous to members of the public, other employees, parents and visitors
Calm and patient under pressure
Able to show initiative and work proactively to ensure the smooth running of the site
Conscientious and honest
Take pride in their work and their appearance and that of the school site, as a member of the Gayhurst team.