

Premises Manager

Reporting to:

Bursar

Overview:

The post is full time, throughout the year and is a varied and hands-on role involving responsibility for the maintenance and security of the site in line with current health and safety regulations.

Duties and Responsibilities

The nature of this position will require flexibility to meet urgent work needs as they arise. The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the position or the level of responsibility entailed.

Site Maintenance

- Manage and oversee the planned the maintenance programme within capability, escalating to specialist as required.
- Maintain the school buildings and grounds to a high standard, undertaking small repairs, maintenance and decorating; maintain cost-effective schedules.
- Manage portorage of deliveries, furniture and equipment around the School and preparation of rooms for school functions.
- Be aware of the location of essential services including water isolation valves, fire points, drainage/irrigation and power. Maintain a detailed plan showing the location of these.
- Regularly inspect the site including drains/gutters, trees, boundaries;
- Undertake ongoing monitoring of the physical condition of the buildings, liaise with the bursar to call in sub-contractors as necessary.
- Manage, schedule and monitor the use of heating, lighting and other services to ensure the most economical use of resources

Security

- Manage and take part in the unlocking and morning setup routine & locking and close down routine
- Be responsible for all day to day issues relating to the security of the School premises, including being a key holder and responding to out of hours alarms (a local security company is the first responder overnight).
- Manage requirements for opening/locking the site; this will include, on occasion, lettings and out of school hours functions.
- Monitor traffic and parking on site to ensure traffic flow and pedestrian safety.

Health & Safety

- Ensure the School complies with all current legislation in relation to health and safety; including maintenance of appropriate records.
- Adhere to and actively promote thorough awareness of all health and safety policies and a positive risk management culture, including when using contractors.
- Carry out statutory testing and record results meticulously including the fire alarm, emergency lights, monthly legionella checks, minibus checks, and playground inspections.
- Actively participate in the Health and Safety committee.
- Ensure all COSHH regulations are followed and relevant risk assessments are up to date.
- Act as a fire officer for evacuation, ensure maintenance of the fire alarm, log book and fire prevention equipment.
- Carry out emergency cleaning during the school day as required.

Managing the premises team

- Be responsible for planning and allocation of duties and responsibilities of the premises team. Monitor their performance in conjunction with the Bursar to ensure tasks are completed on time and to acceptable standards.

- Carry out induction with new members of the premises team ensuring relevant documentation is completed.
- Ensure that premises team are aware of and trained in safe working practices.
- Attend calendar planning meetings to ensure School events run smoothly

Contractors

- Assist in the selection, appointment and monitoring of contractors to ensure compliance and that the School achieves value for money and best practice.
- Monitoring & management of contractors including cleaners/utility companies/pest control/sanitary bin staff to ensure tasks are completed safely, on time, to budget and to specification.
- Prepare and update a list of approved contractors.

Be aware of safeguarding/child protection responsibilities and procedures in place at the school and bring any concerns to the attention of the Safeguarding Team.

Skills & Attributes:

Qualifications/Training:

- Minimum of 5 GCSEs or equivalent, including English and Maths
- A practical qualification in an area related to the post (desirable)
- IT skills
- D1 driving licence (desirable)
- Willingness to undergo training

Experience:

- Proven successful experience in a site management role
- Competent at basic building repairs, maintenance and grounds maintenance.
- A knowledge of H&S compliance and excellent record keeping skills
- Able to effectively organise own work
- Previous experience of working in a school environment, or similar, would be beneficial.

Personal Attributes:

- Work to a high standard and stay calm whilst under pressure to meet deadlines and budgets
- Well organised and flexible
- Excellent communication skills, friendly and professional approach to all stakeholders (pupils, parents and colleagues)
- Tact, sense of humour, ability to work well with a small team but also to work on their own initiative.
- A desire to impress and take pride in their work and the work environment/school site.
- A commitment to the welfare and safeguarding of children.

Salary & Benefits:

- Salary will be competitive and subject to experience
- Holiday entitlement of 30 days per annum plus bank holidays, including 3 days leave to cover the period surrounding the Christmas and New Year shutdown.
- Lunch, refreshments and uniform are provided free of charge during term time.
- Onsite parking
- Life assurance

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).