

JOB DESCRIPTION

Job Title: Premises Manager

Reports to: Business Manager and Central Team representative

Grade: NJC SCP 15 - 21

Child-focussed – understanding children are at the centre of all we do. Consideration given to working safely around children and commitment to safeguarding

The primary responsibility of the role is the management of the academy buildings and grounds. This includes the maintenance and security of the premises ensuring the cleanliness of the site as a welcoming safe and secure environment for pupils, staff and visitors. Responsible for ensuring full compliance with current health and safety legislation.

The role also requires the ability to undertake routine maintenance including painting and decorating DIY and general repairs. There will be some later working for meetings special events and parents' evenings in which flexibility is essential.

The Premises Manager is expected to attend to emergencies outside of academy hours therefore a full driving licence is essential.

RESPONSIBILITIES:

- Management of school facilities and grounds – ensuring the site is a welcoming, safe environment conducive for learning
- Ensuring the school building gives children the best environment to support the educational delivery.
- To maintain and manage the appearance, sustainability and aesthetics of the school environment
- Managing statutory compliance by undertaking or facilitating the necessary checks to meet relevant legislation
- Assist school leadership team in preparing and maintaining relevant facilities documentation
- To monitor and evaluate the health and safety, risk and overall compliance of the school, and contribute to delivering the school action plan
- Assist the Trust in the management of its estate portfolio which could include on-site support at other schools within the Trust to effectively manage their premises
- Support, co-ordinate, facilitation and of internal and external audits, inspections and maintenance
- Assist the Trust in establishing and maintaining an asset management plan
- Promote, embed and foster a positive facilities and safety culture at school
- Provide support to the Trust and school for the implementation of new initiatives, systems and procedures and capital projects
- Work alongside departmental management at different sites to standardise and share best practice and improve standards
- Ensures school operative staff maintain awareness of health & safety compliance, statutory and regulatory standards and how they are met
- Supports with monitoring compliance and maintenance and escalate any concerns where standards may not be met
- Assists in identifying works to be undertaken and prioritised
- Helps ensure organisational processes and procedures are adhered to
- Any other reasonable duties as requested by the Senior Leadership team
- To maintain confidentiality at all times in respect of the Trust and the academy related matters

DUTIES & TASKS:

Systems

- Maintaining and manage facility, safety, compliance and asset records using the relevant IT systems
- Compliance/Safety
- Complete and record statutory and non-statutory checks and tasks to ensure the building and grounds are safe for all persons to occupy and use
- Proactively identify hazards and safety concerns and take necessary action to mitigate risk
- Maintenance/porterage
- Undertake routine maintenance and minor repairs across the site
- Manual handling deliveries, stock, resources and moving school
- Ensuring the school grounds are kept clean, safe and tidy (litter picking, weeding, gritting etc.)

Operational

- To act as a point of contact for emergency out of hours related issues
- To be flexible as to hours/ shifts worked to meet the requirements of the academy during both term time & academy holidays
- To make sure the policies and procedures set out by the Trust and school leadership are followed
- Completes and participates with site inspections, records findings and ensures they are appropriately addressed
- Identifies and acts upon any property condition concerns, whether that be conducting minor repairs or escalating significant issues to management
- Manages school level projects (minor works) including procurement, delivery and contractor management
- Supports with capital project delivery, helping minimise the impact upon school operations
- Contributes to the end-of-project feedback process to capture insights for improving the running of future projects
- Co-operate with and undertakes duties requested by the Trust
- Undertake initiatives to improve cost effectiveness of the academy
- Contractors
- Ensure reactive and planned maintenance work is delivered in line with budgetary, time and health and safety requirements
- Planning, coordinating and managing the work of contractors
- Supervises maintenance workers according to risk assessments and method statements
- Ensure all contractors entering the building are inducted, accounted for, and safe to work

Cleaning/Hygiene

- Supervise and manage cleaning staff, promoting high standards, managing supplies and handling emergency cleaning
- Stock management of substances and consumables for use in the academy in accordance with relevant legislation and policies

Training

- Undergoes training and refresher sessions on statutory and regulatory standards and applies the learning continuously
- Undertake CPD training to support the educational delivery and needs of the school (safeguarding, GDPR, first aid etc.)
- Helps identify training needs among operative staff

SKILLS:

Necessary

- Computer literate with experience in Microsoft Word and Excel. Competent in navigating and interacting with various in-house digital platforms
- Technical skills: experienced and competent to carry out routine repairs and planned maintenance (DIY level) including painting, building furniture, plumbing, minor repairs and upkeep to the building/site to a high standard.
- Uses own initiative and has a proactive approach to maintaining and improving the school facilities
- Well organised with the ability to prioritise and plan work
- Strong attention to detail
- Physically capable for manual handling activities i.e. moving heavy items and equipment
- Good communication skills (both verbal and written) and interpersonal skills with the ability to relate to children, staff and visitors

Desired

- Experience in premises/building management or construction trade
- Qualifications in FM, Health and Safety such as NEBOSH, IOSH etc.
- A basic understanding of Health and Safety such as COSHH, legionella, fire safety, asbestos etc.

FUNCTIONS

Compliance & Safety

- Hazard reporting
- Compliance
- Policies and procedure are followed
- Contractor management
- PPM

External

- Gritting
- Statutory checks
- Sweeping
- Weeding
- Litter picking/waste
- Painting
- Repairs and maintenance
- Security
- Projects
- Emergency cleaning
- Traffic management
- Waste management

Internal

- Repairs and maintenance
- Statutory checks
- Fault finding
- Hazard reporting
- Decorating
- Plumbing
- Portorage and manual handling
- Furniture building
- Stock management
- Projects
- Emergency cleaning