



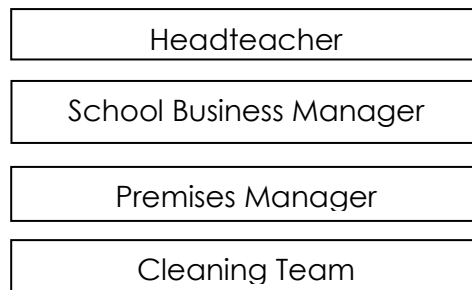
Job Description

TITLE: Premises Manager
RESPONSIBLE TO: School Business Manager/Headteacher
GRADE: L6

PURPOSE OF POST: Responsible to the Business Manager for the attention required to keep the school functioning, particularly in the areas of:

- Security of premises
- Heating and Lighting
- Maintaining high standards of cleanliness
- Maintaining premises in good state of repair
- Overseeing site development projects

ORGANISATION CHART



PRINCIPAL RESPONSIBILITIES:

1 Security

- Undertake responsibility as main key holder and nominate a deputy during periods of absence from the premises.
- Ensure the buildings are properly secured daily, including doors and windows and all valuable equipment is stored securely.
- Ensure the school is secure out of working hours following correct procedures for alarm systems.
- Ensure all equipment is security coded.
- Establish and maintain inventories including serial numbers.
- Nightly check all heaters, lights and gas are switched off.
- Set and respond to alarms (both fire and security), report any malfunction to the relevant authority and arrange for repairs to be effected as swiftly as possible.
- Ensure that general security precautions are in force especially during the school day regarding unwelcome visitors.
- Lock gates during school sessions at times published to parents.
- Ensure the premises are open for staff, pupils and other legitimate users (including those hiring the premises) at all reasonable times.
- Ensure external security lights are functioning as required.

Health and Safety

- Adhere to monitor and update the school's Health and Safety Policy.
- Undertake Health and Safety Officer Role on behalf of Governing Body.
- Ensure Governing Body's and LA's Health and Safety Policies are implemented.
- Advise all staff of any working practice which contravenes Health and Safety practices.
- Attend Health and Safety Training as required.
- Arrange and undertake termly Health and Safety Inspections in conjunction with the Business Manager and report to the Headteacher and Governors.
- Log findings, action items, and progress chase countersigned by Headteacher.
- Implement regular programme of fire drills.
- Organise annual check of fire extinguishers and other fire fighting equipment.
- Ensure ingress and egress of pupils, staff and other authorised users of the site is not hampered by unauthorised parking.
- Monthly / weekly to carry out Legionella tasks and maintain a log.
- Weekly test of fire alarms and maintain a log.
- Monthly test of emergency lighting and maintain a log.

2 Cleaning

- Ensure accepted policies and practices on caretaking and cleaning standards, equal opportunities and health and safety are complied with.
- Update the online SmartLog Fire Safety system.
- Advise Business Manager of budgetary needs and spend accordingly.
- Manage maintenance and cleaning budget, oversee orders, ensuring Best Value principles are followed.
- Maintain cleanliness and hygiene throughout the school.
- Manage cleaning team and Site Agent.
- Supervise and monitor the work of the Premises team.
- Monitor performance of cleaners in prescribed areas.
- Train staff in the use of machines and cleaning techniques.
- Ensure that machines are available and in good repair,
- Ensure that appropriate cleaning materials are available.
- Ensure that such materials are sorted and utilised as per COSHH and County regulations.
- Ensure the available appropriate soap, paper towels etc.
- Order replenishment stock as required.
- Ensure litter and graffiti are removed from both inside and outside the building 2 to 3 times a week.

3 Manage building projects from start to completion:

- Assist Planning Supervisor with submitting plans to Building Control for planning approval.
- Arrange for building companies to tender.
- Liaise with appointed building companies to ensure all necessary checks are carried out.
- Manage project ensuring all H & S requirements are compliant and work is carried out to a high standard.
- Ensure work is completed as per agreed schedule.
- Ensure site is left tidy and safe for the duration of a project.

4 Maintenance of Furniture, Fittings and Equipment

- Ensure all rooms are appropriately equipped with furniture and equipment in position.
- Check furniture, fittings and equipment regularly and effecting repair and replacements where possible, advising Headteacher where expenditure is required.
- Keep expenditure within agreed Budget for maintenance of buildings.

Porterage

- Ensure effective porterage.
- Receive deliveries of furniture, equipment and materials - repositioning on site as required.
- Undertake porterage duties of furniture, equipment and materials within the building.

5 Maintenance of Grounds

- Liaise with contractors in respect of grounds maintenance.
- Arrange and schedule work so as to minimise disruption to lessons.
- Monitor all contractors standards of work and working practices.
- Ensure appropriate records are kept.
- Check daily to ensure nothing is detrimental to the safety of pupils, staff, and other authorised users.
- Keep expenditure within agreed Budget.
- Liaise, monitor and manage extended contracts on site and acquisition of H & S certificate from contractors on arrival.

6 Carry out building maintenance and building tasks.

- Building maintenance related duties - Carry out handyperson duties in respect of minor temporary repairs.

Plumbing –

- Tap repairs.
- Clearing blocked sinks, wash basins, urinals etc.
- Clearing drainage blocks (above ground level) where visible and accessible.
- Replacement of toilet seats.
- Lavatory (cistern), pull chains and handles etc.
- Replace plugs on sink and wash hand basins.
- Ditto – toilet roll holders.
- Cleaning gutters, rainwater pipes and gullies.
- Attention to simple leaks using compression or plastic fittings as appropriate.
- Thoroughly flush through cold water installation at the end of each holiday period.
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Electrical –

- Replacement of all types of tubes and lamps.
- Re-fixing of dislodged light fitting diffusers.
- Removal of broken light fitting diffusers.
- Replacement of missing screws from light switches and socket outlet.
- Replacing fuses (on a like for like basis).
- Fitting of new and replacement plug tops.
- Regular sound testing of all bell circuits, fire alarms, class change etc.

Joinery-

- Simple repairs to skirtings, door and door frames, windows, furniture and fittings including attention to door handles, catches and locks.
- Re-fixing or replacing door stops, restraining catches, hooks etc.
- Easing doors for correct opening and closing, like for like hinge replacements.
- Fix shelves and pin boarding.
- Replace coat hooks, curtain tracks etc.

Decoration-

- Simple type redecoration, using proprietary paints and finishes

Heating-

- Check all heating elements i.e. radiators, convectors, fan assisted convectors etc for correct operation and clean annually; air vent when necessary, re-fix loose and

damaged casings.

Energy-

- Regularly, once per month, read gas, electricity and water meters.
- Check for correct settings and operations of all thermostats.

Furniture-

- Simple repairs to desks, chairs and other minor repairs of loose equipment.

Emergency Action

- Isolate and drain down, where appropriate, water.
- Switch off gas and electrical installations following emergency incidents.

Miscellaneous-

- Simple repair or replacement of window catches, handles hinges and stops; easing for easy opening.
- Replace isolated damaged wall tiles splash backs with like for like.
- Temporarily block off broken windows.
- Repair cleaning equipment for own use (not internal repairs to electrical goods).
- Minor running repairs to fences and gates of all descriptions.
- Re-erect dislodged signs and/or fix new ones.

Ventilation-

- Ensure that all rooms are correctly ventilated both in and out of school hours, paying particular attention to toilet areas.

7 Energy Management and Conservation

- Ensure optimum use is made of the heating system.
- Ensure classrooms and other areas are maintained at appropriate temperatures.
- Regularly check boiler safety and efficiency.
- Check timing and temperature controls.
- Monitor fuel use.
- Ensure taps and toilets are operational and efficient.
- Liaise with LA's Energy Department to ensure that conservation programmes are implemented.

8 Lettings:

- Carry out the prescribed tasks in the lettings procedure for the school.
- Liaise with Business Manager over lettings.
- Prepare rooms and monitor.
- Be on site during 'A' Lettings and open up and lock after 'B' lettings.
- Ensure rooms are left in good order after use and report any incidents to lead teacher.
- Respond to legitimate site visitors in a helpful manner.
- Undertake any other reasonable task which may be requested by the Headteacher or designated person in charge.

DIMENSIONS:

Supervisory Management:

- Site Agent.
- Cleaning Team (10 cleaners).

Financial Resources:

- Responsible for ordering cleaning supplies and fuel, building and maintenance supplies.
- Buildings maintenance budget:

- Cleaning and Caretaking budget:

Physical Resources:

- Responsible for the safety and security of the building, cleaning and handy person tools and equipment.
- Physical effort required for 10% and up to 25% of the total working time.
- The role features lifting/carrying requiring a high level of effort for over 5% and up to 10% of working time.

Working Environment:

- Regular outdoor work will incur exposure to the weather.
- Regular exposure to very disagreeable, unpleasant or hazardous situations for up to 10% of the working time.
- Possible exposure to anti-social behavior from members of the public is a feature of this job.

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from direct.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Baring Service.'

'CVs will not be accepted for any posts based in schools'.

Person Specification – Premises Manager

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected. Desirable (D):- useful for choosing between two good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience of caretaking duties in a general capacity.	1,2	Good knowledge of building management.	1,2
	Demonstrable experience of supervising others.	1,2		
Competencies	Able to demonstrate:			
	Appropriate motivation to work with young people	1,2		
	ability to form appropriate relationships with young people	1,2		
	emotional resilience in working with challenging behaviours	1,2		
	appropriate attitudes to use of authority and maintaining discipline.	1,2		
Skills/Abilities	Good literacy skills.	1,2,3	Experience of budget management.	1,2
	Able to read and interpret information.	1,2,3		
	Maintain work-related records and produce contributions for reports.	1,2		
	Good numeracy and ICT skills:	1,2		
	Strong building and handy-person skills, able to carry out repairs including, including some plumbing and joinery work.	1,2		
	Able to work without supervision.	1,2		
	Contribute positively to the work of the team. Follow instructions and policies relating to security systems and procedures.	1,2		
	Able to communicate politely and tactfully with school premises users.	1,2		
	Good interpersonal, motivation and communication skills.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		

Equality Issues	Able to identify some types of discrimination that commonly exist.	2		
Specialist Knowledge	A good knowledge of Health and Safety, including COSHH.	1,2,4		
Education and Training	A building qualification or equivalent. Willingness to undertake relevant training.	1,2,4		
Other Requirements	Able to adapt to changing operational demands in terms of tasks undertaken.	1,2		
	Current driving licence/use of car during working hours.	4		
	Willingness to attend out of hours emergencies.	2		
	Flexibility relating to working arrangements when circumstances arise.	2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to; i) Equal Opportunities, ii) Health and Safety, iii) Data Protection Act (1984 & 1998).

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

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