



Earley St Peter's C E Primary School

Job Description: Premises Manager

Grade 5/ 6 (depending in experience)

Hours of Work: 07.00-15.30, Mon to Thu and 07.00-15.00 on Friday, flexibility required

Salary: (£22,183 to £24,491), 37 hours per week

Work Pattern: 52 weeks a year

Employment Status: Permanent

Job Purpose: To be responsible for delivering the safe, efficient and effective operation, maintenance and compliance of the buildings and grounds. To include:

- Health & Safety compliance
- Contractor management
- Management of planned and reactive maintenance
- Facilities management to include caretaking, maintenance, security, including being a primary key holder.

Reporting to: Operations Manager

Main Duties:

Management:

- Ensure an effective and prompt response to premises emergencies
- Manage the security of the site
- Develop effective working relationships with contractors, suppliers, hirers and staff
- Monitor relevant financial budgets to ensure spending is within budget and the best value is being obtained
- Effectively lead the cleaning team to ensure high standards of cleanliness.
- Effectively manage the part time Handyman

Health & Safety and Compliance:

- Manage and supervise compliance and safe working in line with the Trust Health & Safety (H&S) Policy, DfE and legal requirements
- Support the School Operations Manager to maintain up to date policies and procedures and ensure that H&S documentation is compliant with General Data Protection Regulations (GDPR). Implement new procedures as required
- Produce, maintain and update H&S Risk Assessments
- Ensure a programme of regular maintenance and servicing, including electrical safety tests and legionella is carried out and monitored. Advise any recommendations to Senior Leadership Team (SLT)
- Ensure effective record-keeping for compliance and premises matters including asbestos and the Asbestos Management Assurance Process (AMAP), keep central systems updated and assist with completion of compliance audits
- Manage the fire alarm system and its statutory testing
- Regular meetings with the School Operations Manager/Headteacher and producing reports on H&S and compliance as required
- Ensures safe working and legal requirements are properly managed for visiting contractors including obtaining and reviewing their method statements and risk assessments
- Liaise with the local authority and government agencies as required
- Ensure that relevant training is kept up to date for own role and the cleaning team
- Ensure all equipment and supplies are stored safely and securely
- Reviewing accident and near miss forms and being responsible for taking appropriate

actions and completing necessary reporting

- Be aware of the responsibility for personal H&S and that of others who may be affected by your actions or inactions thus ensuring a safe environment for the individual and school community
- Take appropriate action and then alert the School Operations Manager/Headteacher to potential problems within school.

Contract Management:

- Responsible for all relevant approved contractors and suppliers, including liaison, visits, monitoring, financial management and compliance
- Schedule all statutory inspections/maintenance/services for premises equipment and supervise the visits
- Liaison with contractors to undertake works as required, including larger scale building projects and supervising to ensure all specifications are met in conjunction with the School Operations Manager.

Maintenance and caretaking:

- Management of the maintenance work including undertaking regular grounds maintenance and other tasks as required
- Proactively undertake maintenance tasks within own abilities to include repairs, decoration and improvement work
- Undertake emergency and specialist cleaning tasks
- Undertake regular inspections to identify and record repair and maintenance requirements
- Undertake portering duties
- Ensure high standards of cleanliness throughout the school both internally and externally are met by the cleaning team
- Undertakes regular premises inspections and identifies needs, incorporating into school development plan with the School Operations Manager
- Budget management of purchases and maintenance of equipment and additional works within the school's maintenance budget
- Undertakes other duties as required by the role.

Security/Lettings:

- Monitor and manage the daily unlock and locks of the site
- Daily visual check to ensure the site is safe and secure
- Out of hours un/lock ups as required for meetings, lettings and events
- Respond as the primary key holder should there be an emergency call-out during non-working hours
- Oversee the maintenance and monitoring of the security, fire, access doors and CCTV systems
- Support and promote the school's letting policy including liaising with hirers and ensuring compliance with any regulations.

Professional development

- With the School Operations Manager and Headteacher, take responsibility for personal professional development, up to date safeguarding legislation, keeping up-to-date with research and developments in site and H&S provision within schools
- Contribute to school training staff
- Undertake necessary training as identified with the School Operations Manager.

Any other duties that fall within the purview of the post which may be required.