

JOB DESCRIPTION: Premises Manager

JOB DETAILS:

Salary:	Pay Grade Range: H5-H8 (dependant on qualifications, experience, knowledge and skills).
Hours:	37.5 hours (07:15-11:00 / 12:00-15:45 with 60 mins lunch)
Contract type:	Permanent – 52 weeks per year
Reporting to:	School Business Manager (SBM) and Headteacher
Responsible for:	Assistant site staff

Amwell View School and Specialist Sports College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will need to undergo an Enhanced DBS check.

Function:

To provide a support service complementary to the teaching and learning activities in the school. To be responsible with the SBM and Headteacher for site and premises management.

Purpose of the Role:

- To manage the school premises and site to ensure the health, safety and security of all pupils, staff, parents, governors and stakeholders, including contractors and visitors to the site.
- To work under own initiative to ensure workload is prioritised and efficiently completed.

Key Accountabilities:

- All adults working at Amwell View School must ensure that the safeguarding of children is the highest priority and are responsible for reporting any concerns in accordance with the Safeguarding Policy.
- To actively promote the school's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the school's Equal Opportunities Policies in relation to both employment and service delivery.
- To comply fully with the Health and Safety at Work Act 1974 etc., the school's Health and Safety Policy and the locally agreed safe methods of work.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in employee development schemes and Performances Management, and to contribute to the identification of development needs.

PRINCIPAL RESPONSIBILITIES / DUTIES

Main Responsibilities / Duties

Under the direction of the Headteacher and SBM the Premises Manager will be responsible for the maintenance, safety and security of the premises and its contents including: -

- The operation of fire and burglar alarms and key holder responsibilities.
- Lighting, heating and cleaning.
- Porterage and handyperson duties.
- Minor repairs as and when required.
- Audit of risk assessments of buildings, premises and grounds and for reporting any relevant issues of the governors.
- Liaising with the school cleaners regarding site cleaning issues.
- General maintenance of school grounds, including liaising with the Head of PE with regards to the PE Outside Playground Equipment termly risk assessments.
- Assisting with orders, quotes and tenders for any grounds/premises related costs.
- Working with the Health and Safety link governors and SBM to promote a safe environment and to identify improvements for the school's capital building works.
- Co-ordinating the works needed to comply with recommendations from Schools Condition Survey, Asset Management Plan, Accessibility Plan, Disability Survey etc.

Specific Duties

Security of Premises

- Key holder
- Set / unset alarms systems.
- Unlock the school entrance doors for the school day.
- Conduct perimeter checks to ensure that the premises have not been disturbed.
- Check and secure windows and internal doors. Ensure all doors are in good working condition with appropriate safety mechanisms
- Seek to prevent trespass or gaps in perimeter of school premises or grounds.
- Carry out recognised procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Provide access to the site in the event of emergency situations.
- Ensure clear fire refuge areas are clear, safety equipment is in the correct place and monitored.
- Deal with enquiries from colleagues, governors, contractors, parents and members of the public.

Lighting and Heating of Premises

- Ensure lights are in good working order, including the Emergency Lighting
- Monthly Emergency Flick Test to be recorded in the file.
- Work closely with the school's electrical company contracted to do the electrical works.
- Ensure the heating is operating correctly so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available.
- Monthly Legionella checks on the calorifiers and sentinels to be recorded in the file.

Cleaning of Premises

- Liaise with school cleaners.
- Manage aspects of cleaning within the school including the swimming pool and changing rooms ensuring that the premises are cleaned to a high standard and compliant.
- Use cleaning supplies and equipment to keep the school looking clean and professional
- Mopping and buffing hard floor surfaces
- Buffing and maintaining flooring in school hall and swimming pool changing rooms, showers and entrance area.
- Inspect toilets to see that cisterns and flushes are in working order.
- Walk around the building daily, sweep excess dirt from playground and clearing leaves and debris from all areas, including drains and gullies.
- Monitor external bins to make sure they are used properly, and that dustbins and drains are disinfected regularly
- Regular checking of roofs and gutters for pooling, debris, plant growth etc.
- Regularly checking and cleaning of soffits, bargeboards and external lights
- Routinely cleaning lamp shades and light diffusers (strip lights). The height limit is eleven feet
- Check radio controlled clocks are accurate and have battery power.
- Ensure that all refuse is disposed of promptly and stored away from the main building.

Porterage

- Take delivery of materials and other goods received by the academy and store them as directed.
- Build Staging and Tiered Seating and dismantle for the School Show (Annually May)
- Any other porterage duties as required by the school.

Health and Safety at Work

- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
- Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security
- Ensure that the Health and Safety School Policy is distributed to and read by all staff especially new members of staff on induction by liaising closely with the school admin / HR staff.
- Ensure that all cleaning and caretaking activities are carried out in a safe manner.
- Comply with all procedures required by the school Health and Safety Policy.
- Ensure that all equipment is in a safe working condition.
- Ensure all appropriate risk assessments are in place for caretaking/cleaning operations.
- Undertake risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
- Fire procedures, testing alarm on a weekly basis, co-ordinating fire inspections/alarm with the SBM.
- Maintain record logs for maintenance for fire safety, asbestos, legionella etc.
- Monitoring utility usage and tacking action to reduce expenditure where appropriate.
- Act as H&S Officer and complete termly H&S checklist inspections
- Report H&S matters to SBM, SLT and Governors

Major and Minor Repairs

- The Premises Manager must be proactive in dealing with and report any repairs, maintenance or emergency work required at the school to the Headteacher and SBM.
- The Premises Manager is responsible to report any emergencies in faults with gas, electric, water supplies to the Headteacher, SBM and relevant suppliers.
- The Premises Manager is responsible for co-ordinating repairs, obtaining best value for the school and obtaining quotes and tenders.
- The Premises Manager will respond to repair requests quickly and facilitate any minor repairs within their ability, training and health and safety constraints with a professional manner, returning to school between if required.
- Working with the SBM to organise planning of contractors and building works during holiday times.

Grounds Maintenance / Gardening

- The Premises Manager is responsible for managing the Grounds Maintenance in co-ordination with the Headteacher and SBM.
- Rock salt/grit the playgrounds etc. in frosty weather (to provide a safe pedestrian access in bad weather), to ensure that all drains, gullies and grids are kept free flowing and clean, including clearing blockages.
- Keep paths and entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.
- Cut grass.
- Maintain The Dell environment (wooded area) and liaise with the contractor who maintains The Dell and Trees regularly (6 times per year).
- Be competent to use school strimmer, leaf blower, hedge trimmer and jet wash.
- Cut hedges
- Jet wash play areas and paths
- Front entrance to the school to be cleaned and maintained.

Minibus

- Wash and clean minibuses
- Visual Safety checks of minibuses
- Drive minibus
- Re-fuel minibuses

Swimming Pool

- To oversee plant management and pool testing working with other school staff who have the IoS pool plant operators' certificate and the school swimming coach.
- Monitor and maintain the swimming pool to ensure safe use – undertaking any training for this role as necessary (IoS Pool Plan Operators Certificate)

Reporting

- The Premises Manager will be responsible for all aspects of reporting in relation to Site Maintenance, Cleaning, Repairs and Maintenance.
- Amwell View School uses Civica Education Operations (formerly Parago) which is a flexible, scalable school compliance software to manage day-to-day tasks, risk management, contract register, asset management, health and safety maintenance schedules, booking system and HelpDesk. It is designed specifically for education with input from school leaders. Knowledge is an advantage, however training will be provided.
- Holidays to be taken in school holiday time and in agreement with the Headteacher and SBM.

Training and General School Support

- Understand the duties and responsibilities in relation to child protection and safeguarding children and young people.
- Understanding the school's Child Protection policy and ensure all issues relation to pupils' safeguarding are reported immediately to the designated members of staff.
- Attend meetings and training sessions as required.
- Weekly meeting with the SBM.
- Undertake school statutory training: Safeguarding, Prevent, CPR and basic First Aid, GDPR and Manual Handling.
- Keep up to date with essential training and certification.
- The Premises Manager may be required to give appropriate instruction, either individually or in groups, of the correct usage of equipment (cleaning machinery, power tools etc) in accordance with particular reference to safe working practices.
- Take part in the wider life of the school and contribute to the school's standing and reputation within the community.
- Be aware of the school diary to know when there are special events/requirements. School Show, Christmas lunch etc
- At the discretion of the Headteacher and SBM, such other activities as may from time to time be agreed consistent with the nature of the job described above.

<p>Knowledge</p> <p>IoS Pool Plant Operator Certificate would be an advantage, however not required as training will be provided.</p> <p>Minor DIY repairs and maintenance</p> <p>Level 1 Safeguarding / Awareness of keeping children safe</p> <p>Awareness of Control of Substances Hazardous to Health (COSHH)</p> <p>Working knowledge of Health and Safety at Work</p> <p>Working knowledge of policies and procedures</p> <p>Knowledge of legionella and asbestos testing</p> <p>Understanding of the Schools Ethos, Vision and Values</p> <p>Manual Handling</p>	<p>Competencies and Skills:</p> <p>IT Skills (Computer, MSOffice Outlook)</p> <p>Communication (written and verbal)</p> <p>Listening</p> <p>Team working</p> <p>Monitoring, Planning and organising</p> <p>Flexibility</p> <p>Customer Service</p> <p>Civica (formerly Parago) – knowledge is an advantage, however not essential training will be provided.</p>
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Hours of Work

The working week will be 37.5 hours with a requirement to be on the school premises:

Term Time

Monday - Friday 07.15 – 11:00hrs (60 minutes lunch break) 12:00-15:45hrs

However, variations to these times may be necessary on certain occasions when meetings, building work, functions etc are held at the school. Any variation will be notified in advance by the Headteacher. Holiday entitlement reflecting HCC guidance and length of service.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

General tasks may be varied from time to time to take into account the changing nature of the school and demands upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.

Notes:

This job description may be amended at any time in consultation with the postholder.