



SOUTH HILL PRIMARY SCHOOL
Job Title: Premises Manager

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Reports to: School Business Manager/Headteacher
Salary Range: H5

Purpose of the role:

To be responsible for the operation of the school's buildings, grounds and equipment, including security of the premises and related health and safety, maintenance and cleaning, in order to ensure a safe and secure environment for staff, pupils and visitors.

Responsibilities:

Maintenance

- To be responsible for ensuring the security of school buildings, site and resources;
- To act as a designated keyholder, providing out of hours and emergency access to the school site;
- To arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation;
- To be responsible for the operation of the school's heating plant;
- To advise and liaise with the School Business Manager regarding faults, repairs and maintenance of the buildings, fixtures and fittings which require specialist attention and advising on appropriate remedial action;
- To manage the school's maintenance requirements to support a regular and cost effective preventative maintenance programme;
- Handyman duties which may include minor repairs to buildings, furniture and fixtures and painting and decorating tasks not requiring specialist skills;
- To manage the purchase of premises-related equipment and supplies, within an agreed budget;
- To be responsible for regular maintenance checks and follow-up actions;
- To be responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including alarms).

Health and Safety

- Implement and monitor the school's health and safety policy;
- Lead H&S induction training for all new staff;
- To be responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment;
- To undertake and review risk assessments, ensure compliance within the school with all health and safety responsibilities, for example COSHH, ladder, asbestos, legionella and asset register;
- To carry out termly health and safety checklist inspections and follow up actions;
- To report health and safety matters to the school leadership team and governors, as required.

Contractors and Hirers

- To arrange quotes to support the appointment of external contractors;
- To manage and monitor contracts and agreements for the provision of goods and services relating to the premises, ensuring work is completed to the required standard; co-ordinating projects, where appropriate, with minimum disruption to the work of the school;
- To manage the school's access for hirers in accordance with the school's lettings policy and hiring agreements.

General Duties

- To supervise other premises staff;
- To liaise with other staff on premises related matters;
- To monitor utility usage, taking action to reduce expenditure where appropriate;
- Porterage duties, including movement of furniture and equipment within the school;
- Occasional cleaning duties, as required;
- To maintain records relating to the premises;
- To attend regular meetings with the Headteacher and School Business Manager.

Knowledge	Competencies
NVQ level 2 (or equivalent) Minor DIY repairs and maintenance Level 1 Safeguarding / awareness of keeping children safe Awareness of Control of Substances Hazardous to Health (COSHH) Working knowledge of Health and Safety at Work Working knowledge of policies and procedures Knowledge of legionella and asbestos testing Understanding of the School's ethos, vision and values Manual handling	Communication (written and verbal) IT skills including knowledge of MS Word, Excel and use of internet Listening Ability to work with a minimum of supervision and within a team Monitoring Planning and organising Flexibility and adaptability Customer service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the annual appraisal process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.