



Premises Manager – Job Description

Job Title:	Premises Manager
WSSC Grade:	5
Line Manager:	School Business Manager
Hours:	25 hours per week (5 hours per day, Monday-Friday) Pro-rata, school term-time (39 weeks) plus 4 weeks during the school holidays by arrangement

Main purposes of the job

- To provide a caretaking service for the school, taking a lead for the security and day-to-day maintenance of the school site
- To ensure that the school provides a clean and secure environment for its staff, pupils and visitors, which includes buildings and grounds
- To ensure that all duties are carried out with due diligence to health and safety procedures
- To oversee and monitor all maintenance work carried out at the school and to liaise with contractors as necessary
- To monitor security of the school and its property
- To monitor the cleaning standards within school delivered by the external cleaning contractor
- To be responsible as part of a team for promoting and safeguarding the welfare of children and young people within the school

Main responsibilities and tasks

Security

- To comply with the agreed procedures and systems for opening and locking the school are fully implemented
- To respond to emergency call-outs and take action as appropriate
- To alert the appropriate person to any risk to a breach of security and deal with any incident affecting security as directed
- To patrol the site to check for hazards, damages and intruders
- To recommend any suitable and appropriate improvements to the security of the building and to report any breaches of security
- To ensure that lighting and emergency lighting are kept in good working order
- To supervise contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensure that work is carried out to the required standard, as appropriate
- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Carry out regular checks of alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned

School Activity Programmes

- To assist the Headteacher in conjunction with other staff in the coordination of all uses of the school site
- To assist in the preparation of the premises for events, reception of visitors, car parking etc
- To liaise with the school meals service contractors in relation to their use of the site and provision of their service
- If required, cover evening meetings and lettings for the school premises, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting, with the prior arrangement of the appropriate person

Gardens and Grounds Maintenance



- To liaise with grounds maintenance contractors to ensure the premises are maintained to the required standard
- To complete basic grounds maintenance and gardening tasks

Cleaning Duties

- To ensure that the school has a high standard of cleanliness and assist staff to ensure all accidents or blockages are cleared away and the school is left clean and safe.
- To ensure that the satisfactory levels of cleanliness and hygiene are maintained with regard to buildings, external walkways, drives, playgrounds, gullies, car parks, playing fields and gardens, and ensure that all graffiti is removed promptly.
- To ensure the maintenance of adequate stocks of caretaking and cleaning materials.
- To keep necessary records associated with cleaning routines.
- To collect litter on a daily basis from the school site.
- To ensure that all ground surfaces are safe both internally and externally.
- Immediately spot clean spillages of liquids, solids and body waste as required (within working hours).
- To be aware of COSHH procedures and ensure that safe handling procedures are applied.
- To ensure that the pathways and other external surface areas are kept free of litter and weeds etc., and that they are gritted or salted when required during wintry conditions.
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
- Ensure that cleaning staff carry out their duties professionally and effectively

Building Maintenance and Management

Carry out various maintenance duties; to ensure that the general upkeep and maintenance of the premises is satisfactory. This will include:

- Replace and/or repair door furniture and fittings and make safe damaged glazing. Adjust, repair, replace and maintain all door closers and hinges
- Repair furniture, fixtures and fittings as required
- Carry out small repairs and DIY projects
- Repair or replace locks as necessary
- Re plaster damaged walls (small repairs)
- Touch up and make good paintwork as required
- Minor plumbing maintenance and basic electrical repairs (lights, fuses)
- To organise and carry out minor decoration programmes as agreed with the Headteacher
- To organise and carry out minor improvement work, e.g. erecting shelves, notice boards, bookshelves, etc, as agreed with the School Business Manager/Headteacher
- To be responsible for systems of directions and safety signs throughout the premises
- To ensure that urgent minor repairs to the school's buildings are undertaken, either directly or by negotiation with contractors
- To liaise with and supervise contractors working on site
- To work with the planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- To carry out daily inspections as required, such as fridge temperature checks, boiler checks and daily ROSPA inspections and report any faults found
- To participate in the organisation and movement of furniture and equipment within the premises
- To assist in ensuring the satisfactory receipt, distribution, collection and despatch of goods

- To ensure the responsible operation, care and maintenance of all equipment and tools associated with caretaking and maintenance work, and to ensure that proper safety standards and requirements are applied
- To act as porter for deliveries, furniture removals, or any other lifting tasks required by the school. To arrange for the disposal of redundant furniture and equipment in accordance with LA procedures
- Set out tables, chairs and other items as required
- Move furniture between rooms as required
- To ensure alarm systems are kept in good order
- To carry out repairs and minor maintenance timely and efficiently e.g. locks, windows, gutters and paintwork
- Immediately report any defects to the Headteacher/School Business Manager and take any remedial action if possible
- To report any damage or defect affecting the safety of the building to the Headteacher taking immediate action to make safe/secure
- To ensure that the school is adequately heated, within sphere of influence, and to control the level of heating and ventilating throughout the buildings as required by the school
- To assist and support the maintenance/space needs where necessary and use initiative to take appropriate action. Meet on a regular basis and give advice and make recommendations for improvements the appropriate person
- Consult with contractors for repairs and works, and attend appropriate site meetings
- Arrange larger repairs and obtain quotes from contractors
- Monitor the work of contractors, ensuring safe working practice and quality of work
- Advise on site development projects and make recommendations on site use
- To prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues

Health and Safety

- To ensure caretaking duties are undertaken in accordance with the School's Health and Safety policy, including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols
 - Where qualified, to carry out equipment testing as appropriate and report any faults to the appropriate person
 - To carry out water testing in consultation with the Senior Leadership Team
 - To carry out fire drills in consultation with the Senior Leadership Team
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the School Business Manager and Headteacher
- To ensure that all relevant Health and Safety rules and regulations (including TKAT regulations and The W.S.C.C. Code of Safe Working Practice for Caretaking Staff) are complied with
 - To report the contravention of Health and Safety Regulations by contractors working on site that could be detrimental to the health, safety and well-being of pupils, staff and visitors
- Ensure a safe working and learning environment in accordance with relevant legislation
- Provide safe access to the school in cold weather conditions
- Ensure contractors and external visitors comply with security and health and safety while on school premises

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life



- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/school and keep confidences appropriately
- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- To maintain confidentiality over matters relating to the school, pupils, staff or parents
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy
- Work within and encourage the school's Equal Opportunity Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- To respect the confidentiality of all matters relating to the school, pupils and staff
- To be able to communicate effectively both orally and in writing
- To meet on a regular basis with the Headteacher/Business Manager but be able to work with minimal supervision and to agreed timescales
- To work as part of a team and form good relationships with other colleagues
- Establish constructive relationships and communication with all staff and other agencies/professionals
- To respond in a courteous manner to enquiries from the school community and external visitors as appropriate
- Actively participate in any appropriate training when required

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Premises Manager will carry out. The postholder may be required to undertake other duties appropriate and reasonable to the level of the role, as directed by the School Business Manager and Headteacher to enable the smooth running of the school.