

Job Description

Post Title:	PREMISES / SITE MANAGER (Primary)	Post No:	JD05
Department:	Education	Grade:	BEX07
Responsible to:	Head Teacher		
Responsible for:	Supervision of up to 10 cleaners		
Functional links with:	Governors, Teaching Staff, Pupils, Contractors, Suppliers, School Office Staff, LA Staff, Building Consultants, Lettings Organisers		

Main purpose of the job:

- Responsible for the maintenance, security and cleanliness of the school premises and site
- Represents the school in dealing with contractors and suppliers involved in the repair and upkeep of the building and site
- Responsible for the school premises when they are used for external lettings

Major Duties and Responsibilities:

1. Carry out security operations including locking and unlocking, alarms, fire, flood, breaking and entering, trespass and procedures
2. Ensure that the premises, furnishings and site are clean and safe in accordance with specifications including managing the cleaning materials budget, cleaning specified areas, maintaining cleaning equipment and overseeing the work of contractors or directly employed cleaners
3. Operate the heating system
4. Move deliveries, furniture, milk, laundry and rubbish etc.
5. Make minor or temporary repairs to furniture, fabric, and equipment, arrange other repair requirements, direct contractors and log all repairs
6. Deal with contracts associated with the maintenance of buildings, grounds, electrical, P.E., fire fighting, security equipment and the purchase of supplies, including documentation, reports to Governors and liaising with LA and consultancy staff
7. Responsible for lettings including enquiries, bookings, payments, caretaking cover, damage and maintaining a high profile during events
8. Submit and check timesheets of directly employed cleaners
9. Ensure that Health and Safety procedures are followed

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10. Payment of money into the bank up to the value of £500
11. Ensure that the premises and grounds are maintained in a safe and healthy condition including the maintenance of fire and other safety equipment and monitoring of fire safety precautions, safe storage of potentially harmful substances and equipment, ensuring a litter free environment and salting and gritting when needed
12. Liaise with outside agencies regarding major and minor works and improvements, managing closed periods to ensure works are achieved on time to budget
13. Attend and advise the governors Premises Committee and participate in corporate planning

Resources:

- Security of whole premises including building, grounds, learning equipment, heating plant etc.
- Nominated key holder

Job Activities:

- A wide range of practical skills and creativity exercised in making minor and temporary repairs
- Interpersonal skills to protect the school's interests in dealing with cleaners, contractors and other visitors to the site
- Makes judgements and recommends priorities and strategies for the upkeep of the premises and grounds
- Uses written and numerate skills in budget management, documentation of contracts, reports for head teacher and Governors etc.
- Carries out hard physical work in external and sometimes unpleasant environment

English Language Fluency Requirement

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

Signed by:	Post holder:	Date:
	Line Manager:	
	Job Assessor: <i>(if required)</i>	