

JOB DESCRIPTION

Job Title:	Premises Manager
School:	East Wickham Primary Academy
Location:	Wickham Street, Welling, Kent, DA16 3BP
Reporting To:	Headteacher
Key Internal Relationships:	Headteacher, SLT, Teaching and Support Staff, School/Business Manager, Trust HQ, other TKAT schools

Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element on application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

Job Purpose

- Maintaining clean, safe and secure school premises, which includes buildings and grounds.
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs.
- Promoting health and safety around the school.
- Be responsible for ensuring equality of opportunity for all.
- Take responsibility for promoting and safeguarding the welfare of children within the school and trust.
- Work inline with the school ethos and the trusts' vision.

Key Responsibilities

- Carry out portorage duties, such as moving furniture and equipment around the school.
- Maintain the general school premises, furniture and fittings, and report any issues to the Headteacher.

- Carry out small repairs and DIY projects.
- Liaise with employees of TKAT, Local Education Authority as appropriate, workers and contractors and, where appropriate in consultation with the Headteacher / Deputy / Assistant Headteachers on any queries relating to premises.
- To identify and prioritise maintenance requirements and organise work programmes in liaison with the Finance Officer, School Business Manager, and TKAT Estates and Headteachers.
- Arrange larger repairs and obtain quotes from contractors.
- To complete all appropriate records and documentation as required.
- To ensure that safe working practices are applied at all times.
- To operate machinery e.g polishers.
- Ensure correct policy and procedures are maintained including health and safety, COSHH, manual handling etc.
- Manage the onsite premises staff (including cleaners if in-house) and external contractors on a day to day basis. Carry out ad-hoc cleaning duties, such as litter picking and arranging the disposal of waste.
- Carry out ad-hoc cleaning duties, such as spills, litter picking and arranging the disposal of waste
- Take responsibility for the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels of cleaning and caretaking supplies while remaining within the school budget.

Security

- 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.
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off.
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures.
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned.
- Advise the headteacher on all matters relating to school security and safety.

Health and Safety

- Ensure a safe working and learning environment in accordance with relevant legislation.
- Carry out and record regular health and safety checks, including on legionella risk, asbestos risk, fire safety, electrical safety, play equipment, safety equipment, and any hazards on school premises; report any problems to the Headteacher.
- Provide safe access to the school in cold weather conditions.
- Ensure safe fire evacuation procedures are in place for each school and that termly evacuation drills are carried out.

Other areas of responsibilities

- Work with the Headteacher to recruit, supervise, direct and train assistant caretakers and cleaners.

All employees are expected to:

- Actively promote and follow TKAT policies and procedures.
- Uphold, support and demonstrate the TKAT vision, purpose and values.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Professional development

- **Take part in the school's appraisal procedures.**
- **Take part in the appraisal and professional development of others, where appropriate.**

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 do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
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Qualifications, Training and CPD:		
Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification.	E	Application
Working knowledge of Health and Safety procedures and practice (ideally within an educational environment).	E	Application
Experience:		
Experience of a caretaking role.	D	Application & Interview
Experience of building maintenance.	E	Application & Interview
Experience of using cleaning materials in a safe manner.	E	Application & Interview
Experience of working in a school environment.	D	Application & Interview
Experience of security, including alarm systems.	E	Application & Interview
Experience of managing a team or other staff	D	Application & Interview
Experience of managing external contractors (e.g. cleaning, grounds maintenance)	D	Application & Interview
Previous training / experience relating to Health and Safety within a cleaning environment and COSHH regulations.	D	Application & Interview
Be prepared to undertake training in safe working practices and health and safety legislation relating to cleaning, manual handling, cleaning and the use of equipment and materials (including COSHH).	E	Application & Interview
Knowledge, Skills and Attributes:		
Good knowledge of health and safety regulations.	E	Application & Interview
Knowledge of moving and handling procedures.	E	Application & Interview

Ability to use own initiative as well as working within a team environment.	E	Application & Interview
Ability to be attentive to detail.	E	Application & Interview
Ability to understand and carry out verbal and written instructions.	E	Application & Interview
Ability to organise and prioritise work.	E	Application & Interview
Ability to work flexibly as the need arises.	E	Application & Interview
Recognises when colleagues are under pressure and volunteers to assist them where possible.	E	Application & Interview
Basic DIY skills.	E	Application & Interview
Commitment to achieving a high standard of cleanliness and hygiene.	E	Application & Interview
Commitment to working within the School's Safeguarding Policy and Procedures.	E	Application & Interview
Able to communicate effectively.	E	Application & Interview
Responsible, punctual and reliable.	E	Application & Interview