

Premises Manager Job Description

Job Title	Premises Manager
Responsible to:	Head of School
Responsible for:	Supervision of up to 10 cleaners
Functional links with:	Governors, Teaching Staff, Pupils, Contractors, Suppliers, School Office Staff, Local Authority Staff, Building Consultants

Main purpose of the role:

- 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

Main Duties and Responsibilities:

- Carry out security operations including locking and unlocking, alarms, fire, flood, breaking and entering, trespass and procedures
- 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
- Operate the heating system
- Move stores, furniture, stock and rubbish etc.
- Make minor or temporary repairs to furniture, fabric, and equipment, arrange other repair requirements, direct contractors and log all repairs
- Deal with contracts associated with the maintenance of buildings, grounds, electrical, PE, fire fighting, security equipment and the purchase of supplies, including documentation, reports to Governors and liaising with the Local Authority and consultancy staff
- Responsible for lettings, working directly with the contractor to ensure compliance
- Check quality of works completed and contractor invoices
- Ensure that Health and Safety procedures are followed
- Payment of money into the bank up to the value of £500
- 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

- Liaise with outside agencies regarding major and minor works and improvements, managing closed periods to ensure works are achieved on time to budget
- Prepare a written termly report for the governing board

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
- Make 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 Executive Head Teacher, Head of School 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.