
JOB DESCRIPTION

JOB TITLE: Premises Manager

Purpose:	To lead, manage and develop safe, efficient and environmentally aware site facilities and services which are responsive to and meet the needs of the school.
Reporting to:	SLT via Business Manager
Responsible for:	Site security and maintenance. Ensuring All Health and Safety requirements are met.
Liaising with:	Operations Manager Cleaning Team Premises staff Other staff/lettings and visitors
Working Time:	37 hours a week Full Time 8.30-4.30 Mon – Thurs, 8.30-4.00 Fri. 30 mins for lunch. All year Round
Salary/Grade:	Band 8 Point 26 – 30
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	March 2023

MAIN (CORE) DUTIES

The specific duties and responsibilities pertaining to the Premises Manager are to be read in conjunction with the School's Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.

Management of the Premises Team	<ul style="list-style-type: none">• To work closely with and under the direction of the Business Manager to ensure that all aspects of the Premises function meets the needs of the School at all times.• Allocate the daily, weekly and monthly tasks for each member of the premises team• Ensure regular reports are received from the premises team regarding the reactive maintenance undertaken, including date, time taken, materials utilised and lead member of staff.• Monitor the condition of site buildings and grounds to ensure that appropriate standards are achieved.• Manage Performance Management for the Premises Team and in partnership with the Business Manager, identify individual and team training needs and support team development.• Ensure effective risk management, for example, in health and safety, and in the management of any third-party service contracts.• Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.• To supervise all building work including projects undertaken by contractors ensuring that a full and complete Site Induction is undertaken, as well as ensuring that all documents are received, and distributed as appropriate, including H&S policy, Method Statements, Risk Assessments, Public Liability Insurance documentation, etc• To be involved in the planning of all site projects with the Business Manager.• To monitor and supervise the standard of cleaning undertaken with the cleaning contractors.• To attend regular Premises / Health & Safety meetings with the Business Manager, providing a regular report of planned and emergency maintenance.• To communicate all premises and related H&S issues to the Business Manager, in an appropriate and timely manner.• To ensure that adequate systems are created, and operated, to cover for all staff absences within the site team.• To monitor all service contracts to ensure they are adequate, review their performance, ensure they offer good value for money and plan ahead for re-procurement of such services.• To assist the Business Manager with preparation of budget proposals for maintenance, refurbishment projects and cleaning as appropriate.
Strategic Maintenance	<ul style="list-style-type: none">• Contribute to the strategic planning and development of the school site, in conjunction with the Business Manager and the Leadership Team, and be proactive in identifying the most appropriate and effective solution to the developing facility needs and maintenance of the School.• Contribute to the management of all site-related projects: from initial concept, through design and specification, to implementation and hand-over to the school.

	<ul style="list-style-type: none"> • Manage the costs in liaison with the Business Manager of site-based projects to both budget and specification. • To ensure H&S and Site Team procedures and routines are implemented and monitored, as agreed, which are created in discussion with and agreement of the Business Manager. • To co-operate with appointed external consultants, especially Construction Design and Management Co-ordinators (CDM-C) in managing the safe delivery of planned works at the school. • To work with the School at all times promoting good working relationships with colleagues and external organisations. • To undertake relevant research to ensure that up-to-date legislation is adhered to at all times.
Planned Maintenance	<ul style="list-style-type: none"> • Ensure that the planned maintenance programme for the school is understood and any need to use third-party contractors is agreed. • To work with the Business Manager on all aspects of planning site maintenance and improvement projects undertaking research and timetable as required. • Agree the scope of the work with the Business Manager and obtain quotes from third party contractors prior to instructing them to undertake the work to demonstrate that best value has been obtained. The number of quotes obtained will be in line with the School policy. • Maintain a file of all work undertaken by third party contractors to include: <ul style="list-style-type: none"> • Specification; • Quotes – both successful and unsuccessful; • Method statements and risk assessments forwarded by the contractor to cover the specified work, some of these may be generic; • Copies of the signing-in log and Asbestos Register review; • Copies of all permits to work. • Ensure that all work is signed off on completion, identifying any areas of concern, and managing the contractor until the work is completed satisfactorily. • Ensure that arrangements are in place to ensure that there will be an appropriate and timely response to emergency callouts as necessary. • Ensure that a member of the Premises team attends to co-ordinate any emergency repairs. • Ensure that the school is properly prepared for use during inclement weather. • To manage the mini bus fleet including all aspects of Health and Safety relating to mini-buses.
Health and Safety	<ul style="list-style-type: none"> • Maintain a register of Risk Assessments for operations undertaken by the Premises team, and ensure that a rolling programme of auditing Risk Assessments is implemented to ensure that they are still relevant. • Ensure that the Premises Team use equipment in a safe manner and are appropriately trained. • Ensure that a register of all hazardous chemicals in use on the site is developed and maintained, and ensure that all staff who use the chemicals are aware of how they should be safely used and stored. • Ensure that any contractors visiting the site are shown a copy of the Asbestos Register, the health & safety policy and any other relevant risk assessments

	<ul style="list-style-type: none"> • Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, of the fire evacuation procedure and park in a designated area. • Obtain risk assessments and method statements from third party contractors prior to them starting work on site. • Operate a permit to work scheme for all contractors and ensure that all contractors are in possession of a permit prior to starting work. • To undertake duties, relating to the regular monitoring, implementation, recording and review of the School’s Health and Safety policy, in support of the security and maintenance of the School’s premises and grounds • Ensure the site is checked weekly for any possible health & safety hazards. • To ensure that the Asbestos Register is reviewed and up-dated in line with current legislation and as reactive and planned works and removal of asbestos are completed. • To be responsible for carrying out all required yearly, quarterly, monthly and weekly testing, following procedures implemented by the Business Manager, including the following; <ul style="list-style-type: none"> ○ Legionella, Asbestos, Gas safety, PAT testing, emergency lighting, fire alarms and system, fire exit signage, alarms, access equipment, fixed wire testing, etc • To create, as necessary, and maintain all records for the above ensuring that all documentation is available for review by the Business Manager or Operations Manager • To maintain a full Task Register, including Method Statements and Risk Assessment, and Health and Safety legislation relating to all site services, grounds and cleaning tasks, in compliance with the annual audit. • To provide information, including a proposed plan of work to address issues raised, to the Business Manager following receipt of specific surveys undertaken by the external bodies. • Ensure that monthly readings are taken for all utilities and monitored on a regular basis, reporting any major variances to the norm to the Business Manager • Conduct annual classroom audits
<p>Additional Duties</p>	<ul style="list-style-type: none"> • Ensure that the site is kept free of litter and graffiti, and that emergency cleaning duties are carried out during the day • To ensure that main entrances and paths are clear of snow and grit / salt applied as appropriate • Ensure that deliveries of school supplies are distributed in accordance with the instructions received from the delivery point • To plan, and assist with, the manual tasks required in connection with the setting up, and moving of, equipment for School functions and ensure that appropriate manual handling training is provided to all relevant staff. • To prepare the work schedules and duty rotas for all the site services teams and ensure that work is carried out to the required standard. • To ensure that all staffing issues are discussed, at the earliest opportunity, with the Business Manager to ensure compliance • To work with the Business Manager to implement, within reason, policies and procedures relating to any new initiative which would be considered as having benefit to the staff, students and community. • To transport students, staff or supplies in the school minibus, when required.

	<ul style="list-style-type: none"> To ensure Health and Safety regulations, relevant to site services and grounds are adhered to at all times. To ensure that all training is relevant and up-to-date for site services, grounds and cleaning staff, as required for the work undertaken, in line with the Task Register, Method Statements and Risk Assessments. Some flexibility in the pattern of hours worked and a willingness to undertake working outside of the normal daily hours to meet the site management and school needs.
Security	<ul style="list-style-type: none"> Ensure that the site is secure and that entrances and exits are monitored through the School day and out-of-hours, including ensuring that there is an adequate number of Premises staff on site at all times when the School is open to the public. Ensure that the locking systems of the buildings are not compromised, and that the alarm system is regularly serviced and maintained. To ensure that the premises are unlocked and locked for the working day, lettings and all community learning programmes. To carry out security checks as required. To ensure that all security systems are set at relevant times, including CCTV. To respond to emergencies, including severe weather, affecting the school premises outside normal hours. To ensure that all registered keyholders are kept up-to-date with all required information and training. To work with the Business Manager to ensure appropriate signage is displayed at all times.
Lettings	<ul style="list-style-type: none"> Through the Premises Team, ensure that there is sufficient security available for any function or outside letting. Liaise with the hirers to ensure that all information in relation to security and Health & Safety is clearly communicated
Financial Management	<ul style="list-style-type: none"> Advise the Business Manager, on the optimum use of funds allocated for structural and non-structural maintenance. In association with the Business Manager, prepare monthly statements of expenditure for all premises budget headings, monitor the allocated budgets and highlight any areas of variance. Obtain quotes for maintenance work in line with school policy.
Essential Skills & Qualifications	<ul style="list-style-type: none"> Enhanced DBS certificate Relevant and substantial experience to the building industry eg carpentry, bricklaying, plastering, etc Experience of managing a team Managing Health & Safety experience
Desirable Skills & Qualifications	<ul style="list-style-type: none"> IOSH Managing Safety or preferably NEBOSH Diploma in Health and Safety Management COSHH assessment certificate of competency UKATA asbestos awareness certificate

Essential personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative and with resilience. • Self motivating with the ability to multi-task • Good interpersonal skills, and the ability to enthuse and motivate others. • Good interpersonal skills and ability to work with people at all levels. • Flexible and adaptable
Practical Skills	<ul style="list-style-type: none"> • Ability to communicate with young people, both individually and in a group setting. • Able to develop and maintain close links and work effectively with staff both within and beyond the school • Able to gather information and produce reports • Confident basic user of ICT. Must be numerate and well organised. • Good planning and organisational skills and a flexible approach to the management of work. • Excellent communication skills both written and oral and the ability to communicate effectively with staff and students. • Ability to prioritise own workload • Any relevant practical skills such as carpentry, electrical, plumbing etc.
Staff Development	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management Review process.
EMPLOYEE RESPONSIBILITIES:	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the school's corporate policies. • To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate. • To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post. • To comply with the School's Data Protection Policy and Code of Practice within the service area of the post. • To support the school in meetings its legal requirements for worship. • To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements. • Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. 	

- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

As this position is all year round, holidays can be taken at any time but with the prior agreement of the Business Manager and in line with the needs of the school.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : _____ (Postholder) **Date:** _____

Agreed : _____ (Line Manager) **Date :** _____

Agreed : _____ (Business Manager) **Date :** _____