

Silsden Primary School Job Description

POST TITLE:	PREMISES MANAGER
POST REF:	
GRADE:	S01. BAND

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

- To undertake responsibility for the maintenance, security and health and safety of the school site (including grounds, buildings, facilities and equipment, ensuring efficient and effective operation.
- To ensure pupils, staff, and other premises users are provided with a safe, clean and attractive learning environment in which to learn, work or otherwise use the school and its facilities
- To ensure that the school gives a positive first impression and complies with legislation and guidance as it relates to this post.

MAIN DUTIES AND RESPONSIBILITIES

- To undertake the management of the caretaker, who in turn will manage the cleaning staff

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- To manage and monitor premises related budgets, making appropriate changes to planned work/developments in the light of on-going expenditure to stay within budget.
- To agree with the Headteacher and thereafter implement a programme of on-going maintenance and improvement/new work, identify the most appropriate resources, e.g. external contractors to achieve timescales, best value for the school and make best use of own skills.
- Undertake/oversee risk assessments relating to the school buildings and the school grounds, to ensure that students, staff and other users have a healthy and safe workplace or facility to use.
- To develop and oversee effective security systems and procedures throughout the building and premises (including security checks when the school is closed) liaising as necessary with the Emergency Services and outside firms to maximise the security of the premises and its contents and to reduce likelihood of fire and opportunities for vandalism.
- To monitor the standard of work, attendance and conduct of staff supervised, identify training and development needs and ways of meeting these, ensure any concerns are dealt with appropriately and effectively, involving the Headteacher or designated person where necessary, to encourage work of a high quality and to enable problems to be identified and resolved quickly.
- To ensure the continuous improvement in the quality of standards of service, the cleanliness of the site and maintenance of buildings.
- Will work under own initiative with minimum supervision, managing conflicting priorities and referring only extremely complex issues to a member of the senior leadership team.
- Will contribute to the planning, development and organisation of systems/procedures/policies.
- Will identify and create business opportunities and to assist in the external marketing of facilities services for the school, in particular, this will involve creating revenue through school facilities and developing pricing strategies.
- Undertake First Aid at Work training and be the main point of call for FAWW needs, during core working hours.
- To undertake all aspects of the work of the Caretaker, in their absence, e.g. locking/unlocking the premises, cleaning, minor repairs and maintenance, layout of the hall and other rooms, to ensure that lessons and other activities can take place without delay or disruption and that all Health & Safety requirements are complied with.
- Manage the drop off and pick up process to ensure that all pupils, visitors and staff are safe at all times.

ADMINISTRATION:

- a) Order materials and equipment required for use by the cleaner, in line with school ordering procedures. Monitor spending against appropriate budgets, drawing attention to the Headteacher/Business Manager to potential overspends.

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- b) To develop and maintain appropriate administrative and records systems for the Premises function to assist the Headteacher, SLT and the Governing Body.
- c) Take overall responsibility for COSHH for all cleaning materials and CDM records for all in house maintenance and repairs.
- d) Complete and maintain all appropriate records, e.g. statutory testing records, heating/safety checks, order forms etc.
- e) Contribute to the review of school policies and procedures related to the Premises function as a member of the school's Health and Safety Committee and by working with senior colleagues.
- f) Deal with day to day work related issues, relating to cleaning staff, e.g. use of new equipment/materials, liaising with the Headteacher as necessary.
- g) To monitor stock levels of cleaning and other materials, order as necessary and store appropriately to ensure that cleaning and other work can be carried out in accordance with laid down schedules and safety instructions.
- h) Manage annual maintenance checks for the whole site, ensuring corrective action is taken

SECURITY OF PREMISES:

- a) Carry out emergency security repairs where possible or contact the appropriate contractor.
- b) To ensure that fire alarms are checked in accordance with agreed schedules to ensure that the systems work in the event of fire, thereby reducing the risk of injury to students, staff and other users.
- c) Undertake regular, recorded fire safety tests/drills to ensure pupil and staff awareness and safety.
- d) Maintain duplicate sets of keys for all rooms and equipment.

BUILDINGS:

- a) Be responsible for the implementation of repairs, maintenance and cleaning programme agreed with the School Management. Liaise with contractors regarding work requirement. Ensure that work carried out by staff and contractors is completed to specified high standards, meets deadlines and complies with safe working practices.
- b) Oversee daily cleaning of the school ensuring that the work is completed to a high standard and complies with safe working practice. Liaise with contractors as necessary.
- c) Deal with and participate in ad hoc requirements for repairs and maintenance work.
- d) Throughout the school. Deploy Contractors as appropriate, ensuring all health and safety and safeguarding requirements are met.

GROUNDS CARE:

- a) Ensure grounds care work undertaken by contractors etc. is completed to a specified standard and that safe working practices are adhered to. Liaise with contractors as necessary e.g. where to sign in and out, ensure that they hold the relevant insurance certificates and permits etc.

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- b) Ensure grounds are kept in a clean, tidy and safe condition e.g. litter picking and emptying of bins.
- c) Overseeing and undertaking if necessary, clearing of paths, drains, gullies and car park, especially during frost and snow conditions.
- d) Carry out regular visual checks on all play equipment.

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Regular outdoor work and exposure to the elements/weather.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling and working at heights. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

SPECIAL CONDITIONS OF SERVICE:

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- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

PERSONNEL SPECIFICATION:

Essential (E) or Desirable (D)

	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> • Will possess handyperson, caretaking, cleaning/site-keeping experience in a school or similar environment. E • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level E
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Will possess good literacy, ICT and numeracy skills E • First Aid at Work qualification. D

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KNOWLEDGE/SKILLS:

- Detailed knowledge of plumbing, electrical and decorating repair procedures. D
- Will possess detailed knowledge of all policies, procedures and regulations relevant to the role. D
- Will possess knowledge of cleaning procedures required to meet specified cleaning standards. D
- Will possess knowledge of the use of ICT and other specialist equipment/resources with willingness to participate in development and training opportunities. E
- Will possess team-leading skills. E
- Will possess the ability to self-evaluate learning needs and actively seek learning opportunities. E
- Will possess the ability to relate well to children and adults. E
- Must be able to work independently, prioritising and manage own workload. E
- Flexible approach to work.
- Using initiative and creative thinking to solve issues E
- Ability to work under pressure. E
- In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an **Intermediate** Threshold Level

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