



Job Description

Premises Manager

Grade: 7 - SCP 15 – 22 (£23,541 – £27,041)
Hours: 37 Hours per week
Location: St Leonard's Catholic School
Reports to: Deputy Head Teacher

Job Purpose

As Premises Manager it is expected that a commitment to the school is demonstrated by:

- Promoting the agreed school aims, ethos and policies of the school at all times.
- Leading, managing and working as a member of the school staff team.

In accordance with relevant caretaking guidance and current Health and Safety regulations the Premises Manager will be required to ensure the school premises and grounds provide a clean, safe and secure working environment by carrying out the following:

Main Duties and Responsibilities

To carry out the Caretaking duties

- Custody, keyholder duties and to attend alarm callouts.
- Supervise the School Cleaning team alongside the contract provider
- Organise and supervise the work of the Premise staff and cleaning staff. In conjunction with the cleaning contractor
- Carry out day to day emergency repairs and prioritise general repairs within a planned maintenance programme.

- Responsible for letting the school premises after school hours – organising and preparing the school grounds and liaising with the finance team to ensure invoices are sent to recover lettings costs. Opening and closing the Premises when they are used for lettings.
- Training - undergo, when necessary, any relevant training relating to Premises/Grounds Management, Health and Safety and First Aid.
- Maintain a comprehensive filing system for all work carried out including outside contractors, Health and Safety legislation, orders etc.
- The post holder may be called out at unsociable hours or at the weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.

Custody, Security and Safeguarding:

To be responsible for school security as specified:

Principal key holding facilities:

- Be responsible for ensuring the site is accessible when needed and secured correctly, following appropriate procedures when not in use
- To operate and manage the academy's alarm system and be identified by the academy's security/fire alarm company for first call out contact. This responsibility is shared with the Premises Team on an equal basis to be organised by the Premises Manager.
- Carry out school procedures for emergencies relating to security.
- Liaise with the school's security/fire alarm company and supervise any maintenance work.
- Notify Police of any breaches in security and attend to the problem as the situation dictates.
- To be responsible for regular security checks to identify security risks and carry out site inspection to ascertain maintenance requirement and report findings to the Deputy Head Teacher.
- To be responsible for CCTV and surveillance equipment and liaise with police/other emergency services, security, and surveillance contractors when necessary i.e. regarding vandalism to premises or attempted break in etc

Daily (a.m.)

- Unlock gates to grounds as and when needed.
- Unlock external entrance doors to building.
- Switch off intruder alarm and fire alarm systems and security lighting.
- Check building for damage/vandalism, make safe any damage and report incidents to the Deputy Head Teacher **Daily (p.m.)**

- Check windows and close, check lights and heaters are switched off.
- Lock up equipment and other secure rooms.
- Lock external doors to buildings and gates to grounds.
- Ensure security of the keys to the Premises.
- Set intruder and fire alarm systems, and switch on security lighting.

Health and Safety:

To be responsible for health and safety of grounds, premises and furniture Keep detailed and comprehensive records of all Health and Safety Maintenance work carried out on site.

- As part of a planned maintenance programme to undertake and record regular monitoring of the grounds, premises, and furniture.
- To be responsible for fire safety and to carry out fire drills to ensure health and safety regulations are complied with. To check fire equipment on a regular basis and maintain the academy's fire risk assessment policy.
- In liaison with the Deputy Head Teacher to oversee work by contractors ensuring their work is carried out to specification and in accordance with health and safety regulations.
- Be responsible for the annual Health and Safety Audit Risk Assessment and the management and updating of the academy's Health and Safety policies.
- To maintain accident reports, regarding Premise and Cleaning staff, as necessary. Report all accidents to the Deputy Head Teacher.
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
- Undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations.
- Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and available.
- Organise regular health and safety meetings with high risk departments ensuring health and safety measures, policies and procedures are in place across the school.

Meter Reading:

- Ensure that water, electricity and gas meters are read weekly and inform the Deputy Head Teacher accordingly.
- To monitor and report the energy usage throughout the school, to identify any changes in energy usage to the Deputy Head Teacher on a termly basis.

Heating:

To be responsible for the management of all school heating systems in the following ways:

- Ensure adequate heating during the standard heating season, 1st October to 31st March and at other times when temperatures fall below statutory limits and as deemed by the Headteacher.
- Ensure that all heating systems are maintained in accordance with the manufacturer's instructions including regular routine servicing with full regard to safety requirements.
- Observe frost precautions, and note that time switches are pre-set , discuss this the with Deputy Head Teacher and once agreed they must not be adjusted without their approval.
- To record, monitor gas consumption and report findings to the Deputy Head Teacher

- Remove debris and vacuum filters of any fan convector units regularly during the heating season.
- Grease circulating pumps according to manufacturer's specification.
- Ensure gas leaks are always dealt with by informing, in the first instance, the Deputy Head Teacher and gas board emergency services.
- Ensure boiler houses are kept tidy and free from all combustible 'foreign' materials. Installations must be swept down and/or vacuumed at regular intervals.
- Check that boiler plants are operating correctly on a daily basis, including weekends.

Electrical:

Carry out the following:

- Replace light bulbs, tubes, starter motors and clean and/or replace light fittings and diffusers as required.
- Visually check plugs, fuses and wiring on electrical appliances as required.
- Fit and/or refit 3 pin plugs where necessary.
- Ensure supply meter cupboards are kept free of other equipment and obstructions.
- Ensure electrical faults (including broken light switches and socket outlets), faulty fan heaters and light fittings are isolated if possible.
- Liaise with appropriate school staff to supervise the annual electrical appliance testing carried out by Electrical Contractor or onsite team.
- Report any major electrical faults to the Deputy Head Teacher.

- **Cleaning:**

Be responsible for ensuring the school is clean and hygienic by:

- Undertaking specified cleaning duty, when necessary.
- Ensuring safe use and storage of caretaking and cleaning supplies in accordance with COSHH regulations
- Requisitioning cleaning materials and consumable equipment from the Cleaning and Domestic Supplies/Equipment budget in liaison with the Deputy Head Teacher.
- Ensure the safe store of stock, maintain records and undertaking stock checks in relation to these materials.
- Checking dispensers, holders etc and replenishing soap, toilet rolls, paper towels and personal hygiene requirements as necessary.
- To lead in the management of the cleaning contract, liaising with the external provider.
- To ensure that HSE guidelines are followed correctly and that all premise and cleaning staff are trained in their safe usage.
- To provide adequate training for all premise and school appointed cleaning staff in the usage of cleaning equipment and materials.
- To complete the timesheets for the premises team as necessary.
- As Line Manager to other premises team members, to deploy, supervise and allocate tasks appropriately .

Supervision of External Contractors:

To lead in the contacting, liaison and supervision of site contractors, involved with:

- building repairs and construction
- equipment repairs
- heating and engineering repairs
- annual electrical testing
- asbestos management
- water management (legionnaires)
- other contractual workers

Traffic Management:

To take part responsibility for traffic management on the school premises in accordance with school policy and guidelines.

Deliveries:

To liaise with school clerical staff when deliveries are made and particularly to receive inward delivered goods, including signing delivery notes and assist with unloading. In liaison with the clerical staff to organise dispatch of deliveries to departments.

Repair and Maintenance:

In respect to school buildings to carry out the following:

- Requisition materials and consumable equipment, e.g. light bulbs to meet a specified budget and maintain records and undertaking stock checks in relation to these materials.
- Routine repairs/maintenance, internal and external, that does not contravene Health and Safety regulations.
- To assist in obtaining details of specification and quotations for repairs to buildings.
- Responsible for operation of a planned preventative maintenance inspections of buildings, fittings, fixtures, premises grounds are carried out to identify areas requiring maintenance and repair to ensure work can be carried out efficiently.
- To assist the Deputy Head Teacher in the provision of reports which advise the Headteacher and the Governors of the needs and priorities in respect of repairs and maintenance and as part of the planned annual Maintenance Programme.
- Regular maintenance including:
 - unblocking sinks, hand basins, toilets (urinals and w. pans) and waste traps
 - replace tap washers, check and adjust ball cocks

- lubricate door and window furniture; check operation of Venetian and roller blinds
- fit and refit coat hooks, shelves, display boards and notice boards
- maintain and repair curtain fittings
- make safe broken windows by effecting temporary boarding up
- remove or paint out all forms of graffiti, as necessary.
- To lead a team of staff to complete and recorded the Legionella daily/weekly/monthly flushing.
- Distribute and relocate equipment and furniture as required.
- Undertake, in consultation with the Deputy Head Teacher painting as required.
- Preparing the school for meetings, assemblies, events etc. by putting out/putting away chairs/tables and ensuring fire exits etc. are clear.

Grounds

- Requisitioning materials and consumable equipment e.g. refuse sacks to meet a specified budget and maintain records and undertaking stock checks in relation to these materials.
- To carry out routine repairs and maintenance that does not contravene Health and Safety Regulations.
- To assist with provision of reports which advise the Deputy Head Teacher of the needs and priorities in respect of repairs and maintenance.
- To monitor the work of the Grounds Maintenance contract.
- Contribute to the maintenance of the grounds in:
 - removal of all graffiti
 - gather litter, transport to a point of disposal and empty external litterbins daily; arrange skip hire when necessary and ensure performance of skip hire contractor
 - clear leaves from hard surface areas and ensure that the gutters are clear from leaves (as required seasonally)
 - remove herbage from hard surface areas and from the footings of buildings
 - treat pathways and steps with rock salt or clear during periods of inclement weather, so as to create a pathway from the perimeter of the site to the main entrances of the Premises
 - unblock drains as required and clear gullies, grids, gutters and traps monthly and disinfect, ensure performance of drain cleaning contract
 - tidy dustbin areas and hose down weekly
 - clean the outdoor surface of the bike store.

Additional Information

Premises Contracts

To lead, manage and monitor premises related contracts, ensuring value for money and best value. Ensure that contracts are fit for purpose and organise regular monitoring meetings with external providers.

Protective Clothing

You will be issued with protective clothing provided by the school i.e. overalls, body warmers, rubber gloves and you must wear these items for your protection. You are to be responsible for laundering, repair etc. In the case of body spillages protective clothing will be supplied.

Annuave

To annually submit a list of required holidays to the Deputy Head Teacher If a dispute arises, items will be determined by the Governing Body of the school who will afford you an individual right of appeal.

Leave of Absence

All matters relating to leave of absence will be dealt with by the Headteacher and/or the Governing Body of the School.

You will be entitled to sufficient training in order to ensure a clear understanding of these duties.

Any other cleaning duties as directed by the Headteacher or Line Manager.

The school operates a no smoking policy throughout the site at all times.

General:

To be a First Aider.

Manage the application and organisation of lettings.

Attend site meetings, Health and Safety meetings, First Aid meetings and weekly diary meetings as required.

To be directly responsible for the health and safety maintenance of the school minibus.

To drive the school minibus to educational visits, sporting activities (when needed).

To present oneself as a role model to pupils, in speech, dress, behavior and attitude.

Carry out other duties as may be allocated from time to time, commensurate with the grade of the post.

Training

Undergo, when necessary, any relevant training related to premises/grounds management and health and safety.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

December 2021