



## PREMISES MANAGER

### Job Description

SPINAL POINT RANGE (OUTER LONDON, NJC FOR LG SERVICES): 28-30

RESPONSIBLE TO: Director of Operations and Compliance

SUPERVISION EXERCISED: Premises Assistants  
School contracted cleaners  
Management of subcontractors

CONTACTS: Internal: Staff and pupils  
External: Suppliers and Sub-contractors

MAIN SCOPE OF JOB:

1. To be responsible for ensuring that the school is safe, compliant and fully functional in all aspects of the site.
2. To manage the premises team in providing a responsive and proactive approach to day-to-day issues.
3. Develop and manage a service log system to log and monitor staff requests.
4. Managing subcontractors in and around the school and ensuring best value.

### Typical Role Distribution

The successful candidate will be expected to manage their own time, but it is expected that their role will split approximately 60% office based and 40% supporting the Premises Team with their duties.

### Duties and Responsibilities

#### A Duties

- a) Manage and document all routine Planned Preventative Maintenance (PPM) activities, in particular those provided by external service providers. This includes any test certificates, work record sheets, etc.
- b) Review and evaluate any issues raised by external service providers and discuss with the Director of Operations and Compliance or action accordingly.
- c) Co-ordinate and implement routine inspections and repairs of the school buildings, equipment and external environment, including daily, weekly, monthly and annual inspections.

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- d) Investigate reported site issues, provide possible solutions and initiate repair/maintenance, discussing with the Line Manager as appropriate.
- e) Undertake regular checks on the quality of works being delivered across the site by both the Premises team and external service providers.
- f) Manage and control the department's pre-agreed budgets ensuring the school always achieves best value.
- g) Be the Principle Key Holder for the School and ensure that the school is opened up safely and locked up securely.
- h) Manage, document and action work requests from members of staff. Provide a monthly report summarising the nature of these works for discussion with the Director of Operations and Compliance.
- i) Regular checking of emails and timely responses to requests with actions and follow-up emails confirming course of action.
- j) Manage the Premises Assistants as required. Ensure they are clear with their duties and the standards of work expected of them, providing appropriate on-the-job training as required.
- k) Plan and allocate work for the Premises Assistants and train them up as required on basic maintenance work.
- l) Advise on a rolling programme of redecoration/refurbishment and manage the team in completion of all reasonable aspects of this.
- m) Order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received.
- n) Inspect outside internal and external fabric of the school including equipment and report and/or repair defects as appropriate.
- o) Organise a system for window cleaning arrangements, and monitor as appropriate.
- p) Manage, supervise and monitor any facility or building contractors undertaking work on the school premises. Ensure that any issues with contractors are promptly followed up and approve payment with Finance on satisfactory completion of the work.
- q) Be aware of all out of hours activities and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions.
- r) Manage the external grounds contractors, ensuring that they are maintained to the required standard and making recommendations for improvement to the Line Manager.
- s) Monitor the performance of the cleaning contractor and liaise with the contract manager to ensure a clean, tidy and well maintained school environment.
- t) Plan and manage all requests for works and preparations for school events such as assemblies, meetings, workshops, parent events and INSET etc.
- u) Manage the Premises teams' holiday and sickness cover.
- v) Arrange within budget for day to day repairs to be carried out to the required standard.
- w) Organise cleaning materials and equipment orders and ensure their correct maintenance and storage.

## **Duties (Security and Health and Safety)**

- a) Play an active role in promoting the school's management of Health and Safety culture.
- b) Take responsibility for own and other's health and safety and implement the Health & Safety Policy at all times.
- c) Ensure that the site remains secure at all times.
- d) Prepare and review the Premises departments Risk Assessments and Method Statements (RAMS).
- e) Ensure all Contractors / Sub-Contractors have provided, and are working in accordance with their RAMS, whilst maintaining a record of all the RAMS provided.
- f) Carryout COSHH assessments for all chemicals used or stored by the Premises Department.
- g) Prepare and issue Permits to Work for Contractors onsite. These may also include but limited to 'Hot Work Permits' and 'Working at Height'.
- h) To support the Director of Operations and Compliance delivering the Schools Health & Safety obligations by ensuring that all elements under their control are clearly documented and carried out in a timely manner. This includes regular inspections of the site and ensuring that the school is fully compliant.
- i) Ensure that all recommendations detailed in the current Fire Risk Assessment are carried out and adequately documented. Arrange for the Fire Risk Assessment to be updated as and when required.
- j) Act as the Senior Fire Warden responsible to managing and recording all fire evacuations / drills.
- k) Ensure that all recommendations detailed in the current Water Risk Assessment are carried out and adequately documented. Arrange for the Water Risk Assessment to be updated as and when required. Carry out and record the necessary water risk assessment checks, and coordinate up to date surveys.
- l) Advise the Line Manager on all health and safety matters which require attention, and advise on appropriate actions.
- m) Manage the safe opening and closing of the school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services.
- n) Have overall responsibility for ensuring that the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed. Record all weekly checks of fire alarms, call points, fire doors, fire extinguishers and emergency lighting.
- o) Liaise as necessary with emergency services including the calling of the services as appropriate.
- p) General site supervision, including daily inspection of the site to ensure prevention of trespass, in conjunction with the Headteacher, ensuring the safe use of the school site at all times.
- q) Be the principle registered key holder, attend call outs and taking appropriate action.

## **Duties (General)**

- Ensure prompt cleaning of sickness, and spillages as required in accordance with the school Health & Safety Policy.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensure access for all emergencies services as necessary and assist as required.
- Maintain logs of work undertaken, records and information as necessary.

- Receive school deliveries and arrange for the moving of supplies to various parts of the building as appropriate.
- Remove unwanted furniture and equipment appropriately.
- Ensure lighting is kept in good working order and arrange replacements as necessary.
- Ensure that the school and all external grounds are kept clean and tidy throughout the day, that all litter bins are emptied daily and any graffiti is removed immediately.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Ensure that the premises are kept free from pests and vermin.
- Ensure that appropriate areas are gritted or salted during adverse weather conditions and provide safe access to the school in the event of snow, ice or flooding.
- Coordinate the maintenance of school grounds including shrubs, trees and grass cutting, etc.
- Maintain stock levels as required and ordering and receipt of supplies within agreed budget in consultation with the Finance Officer.
- To be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal working hours.
- Manage all school keys and have a key identification system for access to all school areas.
- Maintain an overview of the installed electrical distribution units and which parts of the school they serve, ensuring systems and circuits are mapped and maintained in line with fixed electrical surveys.
- Whilst on duty remain contactable by mobile phone and school radio.
- Ensure that prior to going on leave, a full handover of keys and duties is given to other Premises staff and handover upon return from leave.
- Create and maintain the school's equipment and plant inventory.

## **B Equal Opportunities**

Understand and act in accordance with the Equal Opportunities policies of the School with regard to staff, pupils and visitors.

## **C Other Duties**

Carry out any other duties commensurate with the general level of the responsibility of the job.

## **Person Specification**

- The ability to set and maintain high standards across the Premises Department.
- Able to form good working relationships and show patience and tact in dealings with colleagues, young people and their families, external agencies (eg contractors) and the public
- Should lead by example and combine working as a member of the premises team with the ability to work independently and show initiative
- The ability to delivery projects of varying complexity within a reasonable time span and within budget.
- A passion and pride in this position and all aspects of the school site

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- High levels of attendance and punctuality
- Willingness to attend training courses to develop skills and to enhance professional development
- Stamina, resilience and a sense of humour
- A 'Can Do' attitude and a flexible approach to deal with unexpected premises issues
- A calm approach alongside the ability to work under pressure and respond to requests, some of which may not be planned

### **Education & Experience**

- Strong IT Skills including Microsoft Office.
- They will be educated to a minimum of A-Level standard, or have at least 5 years' experience in the Facilities Management sector, or they will hold a formal Management Level 3 Qualification or higher in a relevant trade.
- They will hold a formal Health and Safety i.e IOSH Managing Safely or higher.
- They will have at least 3 years' experience in managing a small multi disciplined team.
- They will be able to demonstrate competent use of a Building Management System (BMS).

### **Desirable**

- Hold a Full UK Driving Licence
- 3 Years working in a similar role within a School
- NEBOSH Qualification