



## Premises Manager

Stone Lodge School

### Job Description

<b>Job Title:</b>	Premises Manager
<b>Salary:</b>	Endeavour MAT Support Staff, Grade 8 £31,250 -£35,700 per annum, (Dependent on experience) <b>Plus.</b> <ul style="list-style-type: none"><li>• Interrupted lunch allowance £884.17 per annum</li><li>• Employer Pension Contributions of 22.5% (LGPS)</li></ul>
<b>Working pattern:</b>	37 hours per week (to include some unlocking/locking shift patterns) 52 weeks per year.
<b>Reports to:</b>	Head of Premises & Estates
<b>Line manages:</b>	Premises Assistants, Cleaning Supervisors & Cleaning Team.
<b>Key contacts:</b>	Head Teacher & School Business Manager

### Job Purpose

To be responsible for the upkeep, care, maintenance, health and safety and facilities management of the school, with direction and professional leadership from the Head of Premises and Estates. As a Premises Manager you will lead a team of Premises Assistants and cleaning personnel, including their recruitment, performance management and training needs.

As well as being a line manager, the role requires good knowledge of plumbing, general electrical and building maintenance, heating systems, grounds maintenance and other FM related tasks.

As part of this role, you will need to be a good communicator with strong written and record-keeping skills with experience in managing large and complex sites.

### Main Duties & Responsibilities

#### General

- Be responsible for ensuring the security of buildings, site and resources.
- Manage the filtering, prioritisation and response to premises and minibus issues, reported via the Trust's online helpdesk system, delegating to others and actioning as necessary.
- Manage the budget for reactive maintenance, planned maintenance and minor works in a cost-effective way.

- Working with the School Business Manager to develop and maintain a maintenance improvement plan. Including being a Trust purchasing cardholder in accordance with the Trust Finance Regulations Manual.
- Line Manage other Premises/Cleaning staff.
- Where applicable co-ordinate as required regarding the operation of lettings.
- Responsible for the operation and management of all relevant building systems, including but not limited to heating, cooling, lighting, security (including CCTV) and fire safety.
- Managing the premises team to deliver aspects of the role during term time (including but not limited to portage, lunch setup/ clearing away, emergency cleaning; internal event preparation).
- Work as part of a three-person premises team from 8am – 4pm and on occasion as part of an alternating rota of early and late shifts during term time (6.45am – 2.45pm and 10:45am – 6:45pm) covering unlocking the site on early shift and securing it when on late shift.
- Any other duty or responsibility relevant to the role and appropriate to the grade of the appointment.

### **Health & Safety**

- Act as a designated key holder, providing out of hours and emergency access following initial assessment by a contracted 1st response key holder service.
- Responsible for ensuring all statutory and non-statutory inspections are completed and documented as prompted by the Trust's online premises management system.
- Responsible for contractors while on site and ensuring work is completed to the required standard, co-ordinating projects where required.

### **Works & Maintenance**

- Take a proactive approach to identifying and actioning tasks that you notice in the course of other works around the site.
- Use all skills, experience and knowledge to ensure all safe working practices are carried out when completing maintenance tasks.
- Carry out repairs and refurbishment work to Trust buildings and furnishings. This is to include, general building, carpentry, flooring, painting, tiling, plumbing, lock repairs and minor repairs in the most cost-effective way for the Trust.
- Assign Reactive and Planned maintenance tasks within the competence of the teams concerned, using the Trusts online reporting platform.
- Responsible for recording and undertaking the necessary follow up action after checks and inspections.
- Responsible for the school minibus maintenance and routine checks, including purchasing fuel using a Trust fuel card.

### **Finance and Management**

- Responsible for planning, overseeing and delivering modest premises projects and initiatives within both time scales and budgets and for working with the Head of Premises & Estates on larger projects and programmes of work for the school summer holidays.
- Working with the School Business Manager (Head of Premises & Estates for larger projects) arrange tenders and quotes and manage the appointment of external contractors in compliance with the Trust's Finance Regulations Manual.

- Responsible for co-ordinating the fair and equitable distribution of additional hours of work necessary for school events (such as open evenings; parent evenings; play & events) between him/her-self and the Premises Assistants. Overtime rates apply.
- Responsible for the Premises Budget at Wilmington Grammar School for Girls under the guidance of the Head of Premises & Estates, including operation of a school Trade Card and purchasing card.

## Person Specification

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• A good working knowledge of current Health and Safety legislation in the workplace (including risk assessment and method statements etc.)</li> <li>• Knowledge of building processes and maintenance techniques</li> <li>• Awareness of Control of Substances Hazardous to Health (COSHH) regulations.</li> <li>• An awareness of the importance of legionella and asbestos awareness and standard precautions.</li> <li>• An understanding of and a commitment to child welfare and safety.</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience within a similar role, either within a Property Services/Estates Team, for a company or as a contractor.</li> <li>• Experience of managing small projects and overseeing contractors.</li> <li>• Experience of specifying and tendering/ obtaining quotes for small projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal project/budget management experience using a structured approach.</li> <li>• Experience in a similar role within a school.</li> <li>• Experience line managing (or supervising) others.</li> </ul>
<p><b>Skills &amp; Abilities</b></p> <ul style="list-style-type: none"> <li>• Good listener and communicator.</li> <li>• Proficient in IT with a good working knowledge of Microsoft Office applications including Excel, Word and Outlook</li> <li>• Able to find and propose solutions to maintenance related problems.</li> <li>• Ability to work both as part of a team and unsupervised, taking responsibility for the completion of tasks A team player as well as a team leader.</li> </ul>	

<ul style="list-style-type: none"> <li>• Adaptable, proactive, and flexible in approach to work</li> <li>• Organised and able to work with guidance but limited supervision.</li> <li>• Excellent time keeping.</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• NVQ 2 or equivalent relevant qualification in a construction-based trade, preferably carpentry, painting and decorating, plumbing or electrical.</li> <li>• Educated to GCSE or equivalent level (passes in both English and Maths).</li> <li>• Clean driving license (and willingness to undertake minibus driver training)</li> </ul>	<ul style="list-style-type: none"> <li>• Current First Aid certificate. (or willingness to become qualified)</li> <li>• NVQ 3 or equivalent relevant qualification in a construction-based trade.</li> <li>• Additional qualifications specific to role. (Institute of Facilities Management)</li> </ul>
<p><b>Attitude &amp; Aptitude</b></p> <ul style="list-style-type: none"> <li>• Reliable and trustworthy with a flexible approach when needed.</li> <li>• A willingness to contribute to the wider life of the school.</li> <li>• Fit and able to carry out duties.</li> <li>• Ability to work at high levels with appropriate equipment.</li> <li>• Ability to deal with some manual lifting.</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in professional self-development.</li> </ul>

## Application Process

**To Apply:** Visit the Vacancies page of our school website-  
[www.endeavour-mat.co.uk](http://www.endeavour-mat.co.uk)

***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.***

***All offers of employment are subject to an Enhanced DBS check.***