



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Premises and Transport Manager
Location:	Across the Trust (based at Ivybridge Community College currently)
Grade:	Devon Legacy Pay Scale, Grade F, SCP 24 - 28
Hours:	37 hours a week, all year <i>Hours will require flexibility and will include being on-call</i>
Reports to:	Operations Manager
Responsible for:	Premises Team, Minibus drivers

Job Purpose

The Premises and Transport Manager will proactively manage the school's facilities and grounds, ensuring they are safe, secure, well-maintained, and supportive of high-quality teaching and learning. As part of Westcountry Trust, this role will involve working collaboratively with staff within the school and across the Trust, to enhance site facilities and compliance.

Under the direction of the Operations Manager, the post holder will be responsible for ensuring that all relevant Health and Safety Regulations are adhered to. They will provide advice and guidance to all staff and the wider school community to enhance facilities and compliance.

The Premises and Transport Manager will manage the Premises Team and Minibus Drivers, including day-to-day duties, supervision and performance. In addition, the post-holder will be required to deputise for the Operations Manager when required.

Duties and Responsibilities:

Health and Safety Management

1. Ensure the school complies with health and safety regulations, maintaining up-to-date risk assessments, safety audits, and documentation.
2. Conduct regular health and safety inspections, promptly addressing hazards and keeping detailed records of actions taken.
3. Provide guidance and support to staff on health and safety protocols and practices.
4. Support HR Team to implement reasonable adjustments for colleagues that are identified as part of their Risk Assessment.
5. Oversee the maintenance of health and safety equipment, ensuring all items, including fire extinguishers, are accessible and in good working order.

Site Maintenance and Facilities Management

1. Proactively manage the maintenance and improvement of the school premises, ensuring a safe, clean, and effective learning environment.
2. Install, maintain, or carry out repairs within the scope of the role.
3. Liaise with external contractors, supporting, communicating, and managing their activities on site to ensure compliance with safety policies and procedures. Quality assurance work and ensure minimal disruption to student learning.
4. Oversee and manage the car parking facilities, including vehicle management for site events and emergencies.
5. Ensure the heating plant and associated equipment are effectively operated, making adjustments as necessary to maintain a comfortable working and learning environment.
6. Work closely with internal catering and cleaning contractors to support the efficient and effective delivery of their services.
7. Deputise for the Operations Manager in overseeing major site maintenance projects as needed.
8. Ensure enhanced DBS's are available for all contractors who attend the school site. If no enhanced DBS is available then ensure contractors are accompanied around the site as necessary. Ensure that work is satisfactorily completed. Escalate to the Operations Manager where required.

Fire Evacuation and Lockdown Procedures

9. Support the Operations Manager to develop, implement, and review fire evacuation and lockdown procedures. Including supporting the development of Personal Emergency Evacuation Plans (PEEP) for staff that require reasonable adjustments, with the support of the HR Advisor.
10. Support the Operations Manager to conduct regular fire drills and lockdown practices, documenting results and refining procedures as needed.
11. Maintain and regularly test fire safety systems, ensuring alarms and emergency exits are operational.

Site Security

12. Ensure the security of the school site, managing access controls, perimeter safety, and keyholder responsibilities, including out-of-hours call-outs and keyholder responsibilities.
13. Support the Operations Manager in coordinating with emergency services and other agencies during site incidents.
14. Promote a secure and safe school environment with students, staff and the wider community.

Fleet and Transport Management

15. Manage the school's fleet, ensuring vehicles are serviced, maintained, and compliant with legal requirements.
16. Line manage the minibus drivers, providing oversight, scheduling, and support to ensure efficient and safe transport operations.
17. Coordinate student transportation, ensuring it is safe and efficient, including liaising with external coach operators and Devon Transport Services.

18. Respond to transport-related issues, maintaining communication with contractors, partners, parents and stakeholders as needed.

Administration

19. Work closely with and support the Operations Manager in ensuring effective systems and processes are in place to record, review, and improve the management of health as other regulatory or legislative requirements.
20. Maintain accurate and organised records to support compliance and safety audits.
21. Support the management of purchasing goods and services, ensuring the efficient and appropriate use of financial resources.
22. Work closely with the Business Accountant and Operations Manager to support effective forecasting and budget planning.
23. Collaborate with the Operations Manager to identify and secure income generation, grants, or opportunities to recycle or repurpose goods.
24. Assist in budget planning and monitoring to ensure value for money and resource efficiency.

General for all posts

25. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
26. To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
27. To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
28. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Level of education equivalent to 5 passes at GCSE (levels 9-4/A-C)/NVQ 2 or demonstrable relevant experience.	E	✓	
Relevant Health and Safety qualification e.g. NEBOSH and/or evidence of continuous professional development in this areas.	E	✓	✓
Full, clean driving licence including Category D1	D	✓	✓
Leadership qualification or demonstrable relevant experience	D	✓	✓
Undertaken, or willing to undertake, training including Legionella awareness, Asbestos awareness, IOSH	D	✓	✓
Trade qualifications relevant to the role	D	✓	✓
Experience:			
Experience of working in a management position (preferably in a school), including leading and performance managing a team.	E	✓	✓
Experience in estate / facilities management, including Health and Safety, maintenance and repair.	E	✓	✓
Experience of site security, including alarm systems.	E	✓	✓
Experience of managing change and implementing new systems/procedures/controls.	E	✓	✓
Good IT Skills, with a depth of knowledge across all MS packages.	E	✓	✓
Working effectively and inclusively as part of a team.	E	✓	✓
Experience of working within budgets, procurement and cost control.	D	✓	✓
Knowledge, Skills and Abilities:			
Good knowledge of health and safety regulations.	E	✓	✓
Problem solving, including planning ahead (short term and medium term) and organisation skills.	E	✓	✓
Good time management skills, together with a methodical and organised approach to work.	E	✓	✓
Ability to work flexibly, independently and as part of a team.	E	✓	✓
Ability to plan, organise and prioritise, delegating where appropriate.	E	✓	✓
Able to communicate effectively with staff, children, contractors and parents.	E	✓	✓

Ability to work using own initiative, exercising good judgement where unsupervised.	E	✓	✓
Commitment to work flexibly to meet the business requirements, including being on-call.	E	✓	✓
Ability to work under pressure and deliver to specific deadlines.	E	✓	✓
Ability to maintain confidentiality.	E	✓	✓
Willingness to identify and engage in training / CPD opportunities.	E	✓	✓
Able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults.	E	✓	✓
VALUES-BASED BEHAVIOURS:			
Compassion:			
Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes.	E		✓
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes.	E		✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence.	E		✓
Integrity:			
Acting always in the interests of children and young people.	E		✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles.	E		✓
Communicating with transparency and respect, creating a working environment based on trust and honesty.	E		✓
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others.	E		✓