

### **JOB DESCRIPTION**

<b>SCHOOL/LOCATION:</b>	Market Harborough CofE Academy
<b>JOB TITLE:</b>	Premises Manager
<b>RESPONSIBLE TO:</b>	Finance and Operations Manager, Trust Premises/ Estates Manager
<b>GRADE:</b>	7
<b>SALARY:</b>	£25,996
<b>CORE PURPOSE:</b>	To undertake responsibility for the supervision, maintenance and the security of the buildings contributing to the provision of a comprehensive and seamless support service to the school. To assist the Trust Premises/ Estates Lead in providing a Cluster of schools with ongoing support.

### **KEY DUTIES & RESPONSIBILITIES**

#### **ADMINISTRATION**

- Order materials and equipment required for use by the premises team, in line with the Trust procedure, always maintaining sufficient stock.
- Complete appropriate records (e.g., Every compliance/Site safety checks /audits/inventories etc.).
- Contribute to the review of school policies and procedures related to the premises function.
- Take responsibility for administrative arrangements for lettings, claims, bookings, etc.
- Deal with day-to-day work-related issues, relating to the premises and cleaning staff (e.g. absence cover, quality/quantity of work, working methods/use of new equipment/materials, liaising with the Trust Premises/ Estates Manager, as necessary.
- liaising with Trust Premises/Estates Manager To review regular policy updates
- To run premises related reports for FOMS to present to Governors.
- Occasional attendance at Governor H&S meetings
- To run/Record monthly/Annually accident stats and report to the Trust Premises/ Estates Manager

#### **SECURITY OF PREMISES & CONTENTS**

- To be responsible for securing the premises at the agreed time of day, always following the process.
- To attend the premises when alarms are triggered out of hours and liaise with the Police / Emergency services and senior leaders, as necessary. Ensuring the premises is secure.
- Carry out emergency security repairs where possible or contact the appropriate contractor in liaison with the Premises Estates Manager.
- Ensure that fire alarms are checked in accordance with agreed Trust schedules to ensure that the systems work in the event of fire, thereby reducing the risk of injury to pupils, staff, and others.

## **BUILDINGS**

- Be responsible for the implementation of repairs, maintenance and cleaning program agreed with Trust Premises/ Estates manager.
- To undertake some cleaning tasks on a daily basis, ensuring the school is clean and safe for pupils and staff.
- Deploy/Manage premises cleaning staff appropriately and/or liaise with contractors regarding work requirement, taking the role of local project Manager as agreed with Trust Premises/ Estates Manager.
- Ensure that work carried out by staff and contractors is completed to specified high standards, meets deadlines, and complies with safe working practices.
- Carry out redecoration works required within the maintenance program.
- Have overall responsibility for the school's cleaning arrangements.
- Manage cleaning staff, allocate their areas of work and keep records of attendance.
- Deal with and participate in ad hoc requirements for repair and maintenance work throughout the school as appropriate.
- Take responsibility for leading the whole school site, the work of the Grounds Maintenance Contractors and report as required to Trust Premises/ Estates Manager.
- To provide cover for the Trust Premises/ Estates Manager as required.
- To provide support to other premises officers in the Trust as required by the Trust Premises Estates Manager.

## **GROUNDS CARE**

- Ensure grounds care work undertaken by contractors etc is completed to a specified standard and that safe working practices are adhered to, liaising with contractors as necessary.
- Ensure grounds are kept in a clean and tidy condition.
- Undertake and oversee (as required) the cleaning of outside areas, i.e. paths, drains, gullies, car park, play areas.

## **ELECTRICAL INSTALLATIONS**

- Replace bulbs/shades where accessible. Replace tube, starter, shade (not sealed units), where practicable.
- Replace, re-fuse or fit plugs (after training).
- Inspect electrical fittings and arrange for Contractor to deal with any defects.
- Undertake the electrical testing of electrical appliances throughout the school in accordance with recommended procedures to ensure all equipment is safe.

## **HEATING SYSTEMS**

- Undertake checks of the boilers in accordance with laid down schedules and to take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible, to enable lessons and activities to take place without disruption.
- Carry out routine maintenance procedures for heating boilers and water pumps.
- Ensure that proper safety precautions are observed in the boiler house. To know the location of main stop cocks and valves, and mains electricity breakers.
- Ensure that recommended temperatures are maintained.
- Oversee energy conservation measures and recommend strategies for improving performance to secure value for money.

## **EMERGENCIES**

- Deal with or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate, liaising with contractors as necessary.
- Liaise as necessary with Emergency Services including calling in Emergency Services as required following guidance set out in the School's Business Continuity Plan.

## **GENERAL**

- Carry out daily, weekly, monthly and other Statutory compliance checks to ensure that the school site is a safe learning environment.
- Arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests.
- To work across the Lean-At Trust schools as required.
- Distribute deliveries of orders, to ensure that supplies and equipment required by staff are available when needed.
- Deal with accident spillages.
- In consultation with the Trust Premises/ Estates Manager, identify and undertake appropriate training and development.

## **HEALTH & SAFETY (H&S)**

- Act as the H&S point of contact for the school and working with Premises and Estates Manager, ensuring compliance with H&S legislation, School Policy and good health and safety working practices in relation.
- Ensure that the school's H&S Policy is followed in relation to Premises Management and Premises/Contractors' staff, to ensure their safety and that of pupils, staff, and other school users.
- Report any breaches of safety regulations/policies or other safety concerns noticed, in line with School/Trust procedures, to ensure a safe working environment for pupils, staff and other users to use.

- Carry out duties placed on employees by Health & Safety Legislation.
- Ensure that Premises equipment, i.e. mechanical aids, steps are in a safe condition.
- Report to Trust Premises/Estates Manager, any no-structural hazards (i.e. broken/loose furniture/play equipment) or structural faults that are seen which cause concern or may be in an unsafe condition.

#### **GENERIC REQUIREMENTS**

- Ensure the values Learn-AT Multi Academy Trust are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, always working to the standards as set out in the staff Code of Conduct.
- Contribute to the formulation and implementation of the Learn Academy Trust Improvement Plan.
- Be prepared to work 'across piece', being flexible and interested in other areas.
- Be aware of and take part in the Trust's Performance Management framework participating in training and development activities as required.
- Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality.
- Carry out duties placed on staff by Health and Safety legislation.
- Carry out appropriate additional tasks at the request of the senior leader.
- To attend regular premises team/In person meetings with Trust Premise/Estates Manager

#### **REVIEW AND AMENDMENT**

- This job description is a guide to the duties the postholder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organizational requirements of the Trust.

#### **PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>REQUIREMENTS</b>	<b>ESSENTIAL OR DESIRABLE</b>
<b>EDUCATION &amp; TRAINING</b>	Good level of verbal and written literacy and numeracy	E
	NVQ Level 2 accreditation in a relevant subject or area	D
<b>EXPERIENCE &amp; SKILLS</b>	Ability to understand and apply school policies related to the post including those that relate to pupil contact.	E
	Ability to alert senior staff to unsafe practices.	E
	An ability to undertake risk assessments in relation to premises function.	E
	Experience of working within a school setting.	D

	Experience of liaising with external contractors including negotiating prices for small jobs.	D
	Craft skills, e.g. plumber, electrician and decorating or previous experience in a caretaking role including repairs and maintenance.	D
	Knowledge of Health & Safety issues relevant to the post including legislation and COSHH.	D
	An understanding of Health & Safety and security issues.	D
	A knowledge of good security practices.	D
<b>PERSONAL ATTRIBUTES</b>	Good communication and interpersonal skills.	E
	Ability to negotiate desired outcomes (e.g. prices, deadlines).	E
	Ability to relate well to staff, governors, and pupils and to be assertive when necessary.	E
	Good organizational skills – ability to complete tasks to deadlines personally or through colleagues.	E
	Ability to use range of tools/cleaning equipment relevant to post.	E
	Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc. used in classrooms.	E
	Ability to work with minimum supervision.	E
	Willingness to undertake personal development and training.	E
<b>SAFEGUARDING &amp; EQUAL OPPORTUNITY</b>	Commitment to the highest standards of equality and celebration of diversity	E
	Must be able to recognize discrimination in its many forms and willing to put Trust's Equality Policies into practice.	E
	Commitment to safeguarding pupils.	E
	Knows and understands the principles and values of underpinning safeguarding and the promotion of the wellbeing of children and young people	E