



Job Description

Job Title	Premises Manager
Grade and Salary Range	Grade 10 £35,745 - £38,223
Hours	37 hours per week 30 days holiday + 8 bank holidays per year
Contract type	Permanent, full-time, 52 weeks/year
Reporting To	Operations Manager
Additional Information	The successful candidate will be engaging in regulated activity, working regularly in a location where the work gives an opportunity for contact with children. An Enhanced DBS will be required. A clean UK full driving licence will be required.

Job Purpose:

To be responsible for the management and running of all aspects of all of our buildings and facilities including Health and Safety compliance, all service contracts, and the purchasing of maintenance items. Overall management of all site staff, visiting contractors and the cleaning contract.

Responsible for:

- Overall management of school site maintenance, security, vehicles and facilities systems;
- Arranging general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation;
- Regular health and safety checks of all buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment;
- Regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms);
- Ensuring all regular Health & Safety tests and checks are completed as well as any follow up actions. Log on the school's systems;
- Managing a task tracking system to ensure all repairs, faults and work requests are logged and repaired on a timely basis;
- Writing and reviewing risk assessments to ensure compliance with all health and safety and COSHH regulations;
- Arranging tenders and quotes and manage the appointment of external contractors;
- Ensuring contractor work is completed to the required standard and in line with all relevant health & safety legislation and processes;
- Advice on the annual long-term maintenance requirements to support a cost-effective maintenance programme;
- The management of all premises related contracts such as grounds maintenance, air conditioning and boiler maintenance and waste disposal to ensure they are in line with agreed terms and standards;
- Being the main contact with the cleaning contractors to ensure cleaning standards are maintained;



- Being the main contact with the Catering contractors in relation to kitchen maintenance and H&S;
- Being a designated key-holder and ensure arrangements are in place for responding to emergency call outs;
- Purchasing premises related equipment and supplies within agreed budget;
- Completing the local authority minibus test and driving the school minibuses as required;
- To work alongside the Lettings Manager to ensure H&S standards and compliance are being provided by companies hiring the school.
- To work alongside the Lettings Manager to ensure all lettings are set up/taken away to allow for smooth running of both lettings and school activities.
- To work alongside the Lettings Manager to ensure all bookings are included on the BookingsPlus software and invoiced accordingly
- To work alongside the Lettings Manager to generate income and other management reports as required.
- To work alongside the Lettings Manager to handle complaints and negative feedback from hirers and help canvas their staff with a view to improving services.
- To promote the use of school facilities by members of the community.
- Alongside the Lettings Manager, to respond to/oversee response by other team members, any issues out of hours including break-ins.
- Alongside the Lettings manager, to oversee large events, including licensing, writing Risk Assessment and Event Plans.

Management Responsibilities:

- Supervise other premises staff;
- Completion on annual appraisals for all Premises staff;
- Research and book any required training courses relevant to the Premises staff;
- Manage and operate systems of staffing cover for illness and annual leave;
- Ensure compliance by self and others with all health and safety policies and procedures;
- To be the main contact for all school stakeholders in relation to H&S and maintenance: Mabel Prichard, Peeple's Nursery, Littlemore Rugby Club and Littlemore Library.
- To work alongside the School Business Manager and RLT to deliver site development projects.

General Duties:

- To be familiar with and adhere to all Trust and School Policies;
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the School's arrangements for appraisal, professional development and other mandatory training;



- To undertake other such duties as may be reasonably required by the line manager which are in line with the grading of the post.

The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the River Learning Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.



PERSONAL SPECIFICATION

	Essential	Desirable	Evidence
Qualifications			
Good numeracy and literacy skills	√		AP&CT
Health & Safety qualification		√	AP&CT
Hold a valid Driving Licence	√		AP&CT
Experience			
Management/supervisory experience		√	
Use of appropriate specialist equipment/resources		√	
Experience of caretaking or premises management, building cleaning or building management	√		AP&IN
Knowledge and Understanding			
Health and safety awareness including COSHH regulations	√		AP&IN
Understanding of child protection and safeguarding issues		√	AP&IN
Aptitudes and Skills			
Ability to lead and work as a member of a team	√		AP, IN & RF
Prepared to be flexible and carry out a range of duties	√		AP&IN
Able to work on own initiative, planning and carrying out routine maintenance tasks with an eye for detail.	√		AP, IN & RF
Familiar with basic health and safety guidelines and to take the initiative in ensuring the safety of others on site on a daily basis.	√		AP, IN & RF
Ability to work to deadlines and objectives	√		AP&IN & RF
Ability to set priorities; manage workload and competing demands	√		AP&IN & RF
Ability to liaise with all stakeholders	√		AP&IN & RF
Ability to undertake key holding responsibilities and to be able to respond to emergencies during evenings, weekends etc	√		
Ability to carry out general maintenance and repairs	√		AP&IN&RF
Personal Qualities			
Excellent communication skills	√		IN
Reliable and trustworthy	√		AP, IN & RF
A sense of humour and perspective	√		AP&IN
Calm and able to work under pressure	√		AP&IN & RF
Excellent time keeping	√		
To enjoy working in an environment with a wide range of people – including young people and adults	√		AP&IN
Perseverance and commitment to excellence	√		IN & RF
AP = Application Form, IN = Interview, CT = Certificates and RF = References			