



x

Springmead Primary School & Spiral Hub East Job Description and Person Specification Premises and Centre Manager

Job Description

Job Title: Premises and Spiral Hub East Centre Manager

Responsible to: Senior School Business Manager

Pay Grade: H5 (£25,245 – £27,471)

Purpose of the Role: Responsible for the security of the premises and related Health and Safety, maintenance and cleaning within the School and Spiral Hub East, providing an appropriate environment for staff and students to work and learn.

Responsibilities:

- Be responsible for ensuring the security of school buildings, site and resources.
- Act as a designated key holder, providing out of hours and emergency access to the school site
- Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment
- Ensure compliance with legal requirements, including asbestos and legionella management
- Responsible for regular maintenance checks and follow-up actions
- Manage the Schools maintenance requirements to support a regular and cost-effective maintenance programme
- Input into and monitor the School's asset management plan
- Responsible for contractors whilst on site and ensure work is completed to the required standard, coordinating projects where appropriate.
- Purchase premises related equipment and supplies within agreed budget
- Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Responsible for addressing basic IT issues
- Arrange tenders and quotes and manage the appointment of external contractors
- Supervise other premises staff
- Undertake risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
- Liaise with other school staff/departments on premises issues
- Lead H&S induction training for all new staff
- Responsibility for the coordination of lettings and seeking opportunities to maximize bookings
- Monitoring utility usage and tacking action to reduce expenditure where appropriate
- Act as H&S Officer and complete termly H&S checklist inspections
- Report H&S matters to Senior Leadership Team and Local School Committee as necessary

Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Basic DIY repairs and maintenance skills • Awareness of Control of Substances Hazardous to Health (COSHH) • Working knowledge of Health and Safety at Work legal requirements • Working knowledge of basic IT systems and hardware • Knowledge of legionella and asbestos testing • Manual Handling 	<ul style="list-style-type: none"> • NVQ level 2 (or equivalent) • Level 1 Safeguarding / Awareness of keeping children safe • Working knowledge of policies and procedures • Understanding of the Schools Ethos, Vision and Values • Manual Handling
Competencies	<ul style="list-style-type: none"> • A team player, able to work under pressure and prioritise effectively • Ability to build effective working relationships with staff and other stakeholders • Good communication (<i>written and verbal</i>) • Ability to work on own initiative • Monitoring of external contractors; holding others to account • Planning and organising • Flexibility 	

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This job description will be reviewed at least annually as part of your Performance Appraisal programme.

Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.