



## Melcombe Primary School

Fulham Palace Road, London W6 9ER

Tel: 020 8748 7411

Web: [www.melcombeprimary.com](http://www.melcombeprimary.com)

Head Teacher: Mr Wayne Leeming

### **JOB DESCRIPTION and PERSON SPECIFICATION**

## **SENIOR SITE / PREMISES MANAGER**

Salary Scale: NJC SO1/SO2 £31,434-£34,986 **under review**

Hours: 36 hours per week (shift includes Saturdays Working 5 day week)

### **JOB DESCRIPTION**

Responsible to: Head Teacher / Head of School / School Business Manager

Line Manager: School Business Manager

Responsible for: 2XSite Manager and 1XAssistant Site Supervisor

### **Main Purpose of the Job**

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the schools under the Thames Reach Federation (Melcombe Primary School, Melcombe Nursery, Bayonne Nursery, James Lee Nursery. This includes security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/Head Teacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

Staff management - including weekly production of shift rota's across the Thames Reach sites from September 2019.

### **General Responsibilities**

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for the health & safety of the site
- To undertake repairs and DIY projects
- To create and maintain an effective premises team ensuring that the changing needs of the school are met through training and development of the premises staff
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- To monitor the performance of the cleaning contractor and liaise with the operations manager to ensure a clean, tidy and well maintained school environment.
- Manage holiday deep cleans with school(s) contracted cleaning companies
- Personally ensuring or undertaking/managing agreed cleaning tasks not included in the schools cleaning specification. This includes assisting or managing in the maintenance of a litter free environment.
- Undertake various - portage, administrative and letting duties as required.

## **Specific Responsibilities**

### **PREMISES MANAGEMENT**

- To monitor the day to day maintenance, repair and cleaning of the school
- In conjunction with the School Business Manager (SBM)/Head Teacher to monitor the day to day maintenance and repair budget and the cleaning materials budget
- To attend the Governors' Premises Committee and Full Governors meetings
- To advise on a rolling programme of redecoration/refurbishment
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
- To assist the SBM/Head Teacher to prepare documentation for tenders or specifications of small to medium projects
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and weekly inspections of the premises, equipment and grounds keeping accurate manual records where appropriate; producing 3 monthly audits on state of building.
- To monitor work requests on the premises ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- To supervise/assist the gardening contractor (living wall + school gardener) ensuring the school grounds are maintained to a high standard
- To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard
- To undertake the appraisal reviews of site staff, ensuring continuing professional development in liaison with the School Business Manager/HR Officer.
- To manage lettings outside of normal school hours as agreed with procedures relating to lettings/functions on school premises, and for their use of polling stations if applicable.
- Placing orders for materials required for premises team and certifying goods are received
- Drawing up and maintaining a premises development plan which prioritises the work required and estimate costs.
- Drawing up a list of approved contractors for repairs, maintenance and redecoration, preparing specifications and obtaining tenders, ensuring best value.

## **SECURITY**

- To be responsible for the security of the premises, liaising with London Borough of Hammersmith & Fulham Security/Police and other emergency services in this respect as necessary
- To be responsible for and manage the locking up of the Thames Reach School's during term time and for the unlocking and locking of the school during school closure periods.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the SBM/Head Teacher on all security matters
- To be aware of all out of hour's activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as main key holder for the school on call-outs

## **GENERAL SITE DUTIES**

- To set and monitor the school heating and hot water systems
- To take energy readings on a monthly basis
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure the main school hall floors are kept clean and polished and the sports hall floor is kept clean
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To manage the provision of a portage and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded
- To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly
- To maintain stage and drama equipment, including stage lighting
- In conjunction with the IT technician ensure that all projector filters are cleaned monthly
- To be responsible for banking of school income.
- In conjunction with or in the absence of the IT technician report IT issues as necessary in relation to whiteboards, computers and projectors and to carry out minor repairs as necessary i.e. changing projector bulbs.

- To ensure all indoor and outdoor plants are adequately watered during school closure periods if required.
- To undertake minor window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures
- To perform the summer cleaning/movement of the chairs and tables in the KS1 and KS2 halls
- To carry out emergency cleaning if required

## **HEALTH & SAFETY**

- To ensure that all working practices for the Premises Team comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

## **ADMINISTRATION**

- To maintain the school's equipment and plant inventory
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the SBM
- To maintain a log, of all inspections and checks carried out
- To establish and maintain a list of repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To assist the SBM with obtaining tenders and quotes
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the SBM
- To report team members absence to the SBM and Office Manager
- Produce a 3 termly audit and yearly Action Plan.
- To manage lettings and associated lettings contracts.

To carry out all other duties of a similar nature from time to time, as required by the Senior Leadership Team.

# **Site Manager**

## **PERSON SPECIFICATION**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. **YOU MUST COMPLETE YOUR STATEMENT OF SUITABILITY BY ANSWERING THE POINTS LISTED IN THE PERSON SPECIFICATION BELOW IN NUMBER ORDER.** You should mention any experience you have had which shows how you meet these requirements. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

### **Qualifications and Experience**

1. Desirable -recognised training/qualifications associated with premises management or relevant experience of premises management
2. Significant experience or skills in a trade
3. The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc. **(Training and CPD will be provided)**
4. The ability to operate and understand electrical/mechanical systems
5. Risk Assessment experience/qualification
6. Competent at basic building repairs and maintenance
7. To be able to use small industrial, electrical and mechanical equipment
8. Staff management experience

### **Ability, Skills, Knowledge**

9. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
10. Good communication skills
11. Excellent numeracy and literacy skills
12. Good IT skills
13. Sound planning and negotiating skills
14. Ability to gather information, analyse data and problem solve
15. Ability to manage own time effectively and demonstrate initiative including establishing priorities
16. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
17. Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
18. Ability to manage people directly and indirectly
19. Ability to adapt to changing and conflicting demands
20. Ability to be flexible and work as part of a team or individually as required
21. Ability to demonstrate an understanding of children
22. Ability to contribute to the life of the school
23. Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.
24. Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely