**Parkside Primary School**

Post Title: Premises Manager

Responsible to: School Business Manager/ Head Teacher

# **Purpose**

The purpose of the Premises Manager role is to carry out all administrative and hands on aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, porterage, 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.

## **General Responsibilities**

* To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
* To oversee any premises related projects, builds or refurbishment
* To have a working relationship with contractors working on site.
* To oversee the school’s designated health and safety system, ensuring it is maintained accurately and deadlines are met.
* To be responsible for the health & safety of the site
* To oversee 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 work alongside the Site Services officer to ensure that the school environment is clean, tidy and well maintained.
* To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, PAT testing, lightning conductors etc. and results recorded and necessary actions taken
* To attend relevant training courses

**Specific Responsibilities**

## **Premises Management**

* To monitor the day to day maintenance, repair and cleaning of the school
* In conjunction with the School Business Manager to monitor the day to day maintenance and repair budget and the cleaning materials budget
* To advise on a rolling programme of redecoration/refurbishment
* To be responsible for all aspects of Asbestos management including the updating of the school register, risk assessments and for liaising with contractors
* To ensure Display Energy Certificates are displayed and to work alongside the rest of the school team to promote the school’s green energy policy
* To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is achieved
* 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 inspections of the premises, equipment and grounds keeping accurate records where appropriate
* To develop a system to enable staff to report on repairs or faults that need attention i.e. dedicated email.
* To ensure 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 instruct and supervise the gardening/landscaping contractor ensuring the school grounds are maintained to a high standard and safe
* 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
* To ensure that site services staff are provided with uniform including appropriate footwear.
* To liaise with Stagecoach, Pre-school and any other lets regarding their requirements.

## **Security**

*Most of the security aspects are undertaken by the SSO however there is an expectation that the Premises manager will be a key holder*

* To monitor, report and advise the School Business Manager/ Head Teacher on all security matters
* To be aware of all out of hours 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 a key holder for the school
* To act up when the SSO is on annual leave in respect of the responsibility for the security of the premises, liaising with Security contractors/Police and other emergency services in this respect as necessary

## **General Site Duties**

**To oversee the general site duties as outlined below** are carried out to a high standard. These tasks will be carried by the SSO and the cleaning staff and will be monitored and managed by the Premises Manager

* 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 the SSO is aware of all events and meetings in the school diary
* 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 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 portering 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 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
* 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 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 ensure that the school has safe access to the school in the event of snow, ice or flooding liaising with the SSO to facilitate this
* 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 premises equipment and plant inventory
* To oversee the ordering via the school office, for items of housekeeping ensuring stock levels are maintained at appropriate levels
* To order repairs and maintenance items in liaison with the SBM/SSO
* To maintain Concerto portal recording all inspections and checks carried out by the school and the local authority.
* To read and act upon reports provided by the local authority
* 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
* To report team members absence to the Attendance officer
* To ensure that the staff stress survey is carried out on an annual basis
* To ensure the the DSE is carried out annually for all computer users
* To ensure that all premises related and health and safety policies are kept up to date and adhered too.
* To ensure that all fire evacuation and whole school evacuation signage is clearly displayed throughout the school and is up to date.

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team

## **Safeguarding**

Parkside Primary School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the schools. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

## **Data Protection**

The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures.

All staff must ensure that if they suspect a data breach they must inform the school’s Data Protection officer immediately.

**The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Head Teacher.**