



**Job Title:** Premises Manager

**Scale:** SC5

**Responsible To:** Headteacher

**Hours:** 35 hours per week 52 week per year.

Monday, Wednesday and Friday 07:00 – 3:00

Tuesday and Thursday 07:30 – 3:30

### **Purpose of the Role**

Implement and follow the school safeguarding policy and understand child welfare and safety. To maintain appropriate relationships and boundaries with children and staff.

To be responsible to the Head Teacher for ensuring that the premises and grounds of the school are maintained at what, in the Headteacher's opinion, is the highest possible level of cleanliness and appearance. The Premises Manager will be expected to take such initiatives as may be required to achieve this, including regular inspections of the school buildings and grounds.

The Premises Manager actively promotes the values and ethos of the school and is expected to be a fully participating member of the St Peter's School Community; supporting the children and staff in events and activities within the school, as appropriate. He/she will ensure the effective use of resources in support of the school's improvement priorities.

To carry out duties related to meeting the needs of the school.

### **Key Responsibilities**

Services, Maintenance and Repairs

- To be responsible for planning and managing a maintenance schedule; either annually, monthly, termly, weekly or daily in consultation with the Headteacher
- To ensure maintenance, repairs and inspections on site are conducted in accordance with health and safety regulations
- To undertake duties covering maintenance or emergency repairs; contacting and engaging contractors for tasks which require specialist skills

- To ensure that playgrounds and pathways are safe, particularly in times of extreme weather
- To ensure general upkeep of the school premises including weeding of flower beds and basic gardening
- To ensure that the premises are adequately and efficiently heated and lit

#### Health and Safety

- To carry out regular health and safety checks
- To test the fire alarm call points weekly and to ensure that all escape routes are free from obstruction
- To ensure that all fire-fighting equipment is located, tested and results recorded as regulations require
- To ensure all dangerous substances, including cleaning materials and flammable substances, are safely stored in accordance with COSHH regulations and to inform the Headteacher of any changes to the COSHH register
- To ensure Legionella checks are carried out and recorded; tap temperatures are checked and recorded; showers are flushed weekly
- Organise rubbish removal
- To ensure play areas and equipment are well maintained and safe to use #
- To keep the asbestos register up-to-date

#### Cleaning and Hygiene

- To monitor the standard of cleaning across the school site; overseeing a deep clean and floor polish annually, and report to the Headteacher
- To attend to spillages during the day, including child hygiene accidents
- To ensure supplies of cleaning and hygiene materials are always available by a regular stock take and ordering schedule and to replenish supplies throughout the school as and when necessary
- To ensure that the school grounds are clean and swept each morning ready for the arrival of children and their carers
- To ensure prevention and removal of vermin via local contractors

#### Supervision of Contractors

- To arrange for minor repairs and works to be carried out by contractors and acting as liaison and monitoring officer with them whilst they are on site

- To ensure that all staff/children/contractors work within health and safety legislation and to report any concerns to the Headteacher
- To ensure all contractors complete the necessary risk assessments and have valid DBS clearance

### **Porterage**

- To move furniture/equipment as required; prepare and put away staging and apparatus and ensure deliveries to school are taken to the appropriate area always in accordance with the manual handling policy

### **ICT**

- To assist the school with ICT issues that may arise
- Set passwords
- Set up passes/fobs
- Assist with display issues
- Liaise with the ICT contractor to support with projects

### **Security**

- To open and close the school each day, ensuring the safety and security of all stakeholders and school property
- To remain vigilant re visitors on site and strangers and to report any concerns to the Headteacher
- To ensure all contractors are appropriately vetted and sign in and out of the school

### **Training**

- To undertake training and attend courses relevant to the position of premises manager in order to carry out duties in a safe and efficient manner and adhering to the health and safety policy

To undertake any reasonable tasks as directed by the Headteacher

The duties of the job description may be reviewed and subject to amendment annually in consultation with the post holder. This is to ensure that the role continues to change in line with the needs of the school. The job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's responsibilities and duties.