

THORNTREE PRIMARY SCHOOL

Thorntree Road, Charlton, London SE7 8AE

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Head Teacher: Ms Ann Marie Walker

Assistant Head Teachers: Ms Helen Gibbs & Mr Ryan Lake

A place to grow and learn

Premises Manager Job Description

Job title: Premises Manager

Hours: 35

Reporting to: Headteacher, SLT and/or SAO

Main purpose

The Premises Manager is responsible for:

- To manage the school site efficiently and effectively, maintaining clean, safe and secure buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage and minor repairs
- Some supervision of school cleaning staff
- Promoting health and safety around the school
- All other aspects of premises management, such as supervising external contractors, site use and development planning
- Ensure compliance with all legislation, policies and protocol relating to

Duties and responsibilities

General duties:

- Maintain the general school premises, furniture and fittings, and report any issues to the Headteacher
- Carry out portorage duties, such as moving furniture and equipment around the school
- Maintain and replenish hygiene products in all areas of the school
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors
- Advise on site development projects and make recommendations on site use
- Take responsibility of relevant consumable items, including arranging replacements and ensuring good stock levels
- Maintain all relevant paperwork and records as required

Cleaning:

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages



- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas and other frequently used spaces on school premises

Security:

- Maintain the security of the school premises and its contents as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Contribute to the management and maintenance of the schools assets and inventory
- Advise the Headteacher on all matters relating to school security and safety

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out/arrange and record regular health and safety checks, including on legionella risk, play equipment, fire prevention, emergency safety equipment, and any hazards on school premises; report any problems to the Headteacher
- Provide safe access to the school for all stakeholders at all times
- Monitor visiting personnel such as contractors, utility workers etc. and any work being carried out, ensuring safe working practice and quality of work
- Ensure all statutory compliance testing is carried out in a timely manner
- Make sure all members of staff follow health and safety procedures and provide guidance/advice to staff as necessary

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively



- Ensure contractors and external visitors comply with security and health and safety while on school premises

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Premises Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

