

# SHERINGTON PRIMARY SCHOOL

## JOB DESCRIPTION

### PREMISES MANAGER



#### 1. POST TITLE: Premises Manager

The Premises Manager at Sherington Primary School is responsible for maintenance, security and facilities management of the entire school site.

2. SALARY: ROYAL GREENWICH GRADE: SO2 £40,182 - £42,060

3. LOCATION: Sherington Primary School, Wyndcliff Road, Charlton SE7 7JP

4. HOURS: 35 – 36 hours per week (7am – 4pm) all year round

5. RELEVANT TO THIS POST: Disclosure & Barring Service: Subject to DBS enhanced disclosure

6. ORGANISATIONAL RELATIONSHIPS: The post holder will be accountable to the Headteacher and School Business Manager

#### 7. MAIN PURPOSE:

- Maintain clean, safe, operational and secure school premises, which includes buildings and grounds
- Carry out cleaning, handyman activities, routine maintenance and refurbishment, portage, and repairs
- Promote health and safety around the school
- All other aspects of site management (such as supervising external contractors) and site use and development planning
- Adhere to safeguarding policies and procedures

#### 8. GENERAL DUTIES:

- Carry out portage jobs, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture, fittings, heating, lighting, gullies and drainage
- Carry out repairs and DIY projects
- Arrange management of larger repairs and obtain quotes from contractors
- Advise on site development projects and make recommendations on site use
- Carry out a programme of cyclical redecoration as agreed with the Headteacher
- Co-ordinate deliveries to the school, ensuring all necessary/auditable paperwork is in order
- Replenish consumables, such as paper towels, toilet rolls and soap, and ensure stocks are held securely in the school, receiving all larger deliveries to the school site
- Carry out gate patrols at the beginning and end of the school day

#### 9. 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, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

#### 10. SECURITY:

- Maintain the security of the school premises 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
- Report any potential security breaches

- Attend security alarm callouts outside of Redcare support hours (which are Monday-Friday 7pm-7am and weekends) as necessary
- Carry out regular checks of alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- In the event of emergencies, temporarily secure premises, e.g. board up broken windows etc, and ensure the premises can be secured appropriately as quickly as possible
- Advise the Headteacher on all matters relating to school security and safety

#### 11. HEALTH AND SAFETY:

- Ensure that the Health and Safety Policy, organisation arrangements and procedures as they relate to areas, activities and personnel under the post holder's control are understood, implemented and monitored – including water systems and other materials such as asbestos as necessary
- Maintain clear and adequate records of all legislative testing and monitoring, including any action identified as necessary. Carry out risk assessments as necessary
- Use Royal Borough of Greenwich's online portal for health and safety
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment in line with other schedules. These include:

a) Fire and evacuation safety policies and procedures – fire drills, call points, fire marshals, escape routes, emergency exits, firefighting equipment, housekeeping, fire alarm tests, lock down protocols

b) Legionella testing

c) Meter readings

d) Ladders and working at height equipment safety inspections

e) COSHH Register

f) Alarm tests

g) Play/sports/climbing equipment

- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to the Headteacher immediately
- Be responsible for the annual Health and Safety Audit Risk Assessment and any actions arising
- Lead a health and safety walk once every half term with the Headteacher and Governors, providing a report following the conclusion of each of these
- Oversee and monitor the safety testing of portable electrical appliances. Maintain accurate and up to date records to meet with regulations and procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work
- Provide safe access to the school in cold weather conditions

Individuals in this role may also:

- Provide training on health and safety issues to other staff

#### 12. ADDITIONAL DUTIES AND RESPONSIBILITIES:

##### 12.1 Quality Assurance

Set, monitor and evaluate standards at individual, team performance and service quality so that the school's requirements are met and that the highest standards are maintained.

Establish and monitor appropriate procedures to ensure that quality data is reported and used in planning and decision making processes, and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

Operate MIS system efficiently, presenting data analysis reports on energy usage.

##### 12.2 Contract cleaning

Be familiar with the terms and conditions of any contract cleaning arrangements and to liaise with the contract cleaning company, and their staff, in order to ensure the effective cleaning of the school on a daily basis and more deeply/rigorously during school holiday periods.

##### 12.3 Communication

Establish communications and reporting to ensure that the school's site priorities, procedures, policies, strategies and objectives are effectively communicated to all stakeholders

#### 12.4 Professional Practice

Adhere to Royal Borough of Greenwich's Code of Conduct.

Attend any training courses relevant to the post, ensuring continual personal and professional development.

Work as part of a team and on own initiative as appropriate.

Present self as a role model to children in speech, dress, behaviour and attitude.

Know and follow Sherington's 7 Golden Rules for Safeguarding.

Provide pastoral care and support to sick and injured children when required, taking appropriate action to ensure the appropriate staff are fully informed of incidents and accidents.

#### 12.5 Planned Maintenance

Ensure that the planned maintenance programme for the school is understood and any need to use third-party contractors is agreed.

Agree to the scope of the work with the Headteacher and obtain quotes from third-party contractors prior to instructing them to undertake the work to demonstrate that best value has been obtained.

(The number of quotes obtained will be in line with school policy.)

Maintain a file of all work undertaken by third-party contractors to include:

- ❖ Specification
- ❖ Quotes – both successful and unsuccessful
- ❖ Method statements and risk assessments forwarded by the contractor to cover the specified work – some of these may be generic
- ❖ Copies of all permits to work

#### 12.6 Asset Management

Ensure plans are well maintained and utilised effectively in collaboration with Parago. These plans typically include the following:

- ❖ Asset register: a detailed inventory of all assets, including purchase dates and costs
- ❖ Maintenance and upgrades: regular assessments of buildings and facilities to evaluate their condition and ensure they are regularly maintained
- ❖ Compliance: ensuring that assets comply with statutory and regulatory standards, particularly regarding health and safety
- ❖ Cost efficiency: identifying and addressing issues early to prevent unexpected breakdowns and premature replacements
- ❖ Strategic planning: aligning asset management with the school's strategic vision and ensuring best use of facilities for children and staff

#### 12.7 General Management

Prioritise and manage workflow, whilst maintaining a flexible approach to urgent requests.

Ensure the application of the school's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

#### 12.8 Financial Management

Manage a designated budget (as required) ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

#### 12.9 Appraisal

All employees will receive appraisals and it is the responsibility of each employee to follow guidance.

#### 12.10 Equality and Diversity

Ensure the school's commitment is put into practice. We have an equality policy, which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations

#### 12.11 Confidentiality

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work. All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

#### 12.12 Induction

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

#### 12.13 Safer Recruitment

This organisation is committed to safeguarding and promoting the welfare of children and young people, and expects all employees and volunteers to share this commitment.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.