

## Job Description

<b>Job title:</b>	Premises Manager
<b>Reports to:</b>	Head Teacher, Head of Estates, Operational Lead for Special Schools
<b>Responsible for:</b>	Premises Management
<b>Grade:</b>	SO2
<b>Contract:</b>	Permanent

## Principal Duties and Responsibilities

### Estate Management

- Support the development and implementation of estates policies, procedures and strategies.
- Monitor and assist in the management of Trust-wide and local contracts to ensure delivery of service to specified standards.
- Monitor and maintain building and site data including condition surveys, asset registers and maintenance information to feed into the asset management plan and create a priority list for projects.
- Planning, prioritising and scheduling estate activities which minimise impact on the school operation.

### Capital Projects

- Assist the Head of Estates and Operational Lead for Special Schools in the planning, and execution of capital projects including construction, refurbishment and maintenance.
- Work with contractors, engineers and other stakeholders to deliver projects on time and to a high standard.
- Work with the Head of Estates and Operational Lead for Special Schools to manage the, letting, implementation and snagging of all capital projects so they are completed on time and within budget.

### Maintenance & Operations

- Lead on day-to-day operation of the estate, including planned and reactive maintenance, security and grounds services.
  - Cleaning – work closely with the external cleaning service provider to ensure high standard are maintained throughout the estate, plan periodic and deep cleans minimising impact on the school, oversee the monthly cleaning audits.
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- Complete planned and reactive maintenance tasks (such as plumbing, decorating, cleaning)
- Ensure that all buildings are maintained in safe, secure and operational conditions.
- Monitor and review with the Head of Estates and Operational Lead for Special Schools a list of contractors for minor works including the provision of predetermined pricing/specifications as appropriate.
- To be the main key holder, will be required to attend out of hours when necessary.
- Maintain the appropriate levels of stock and equipment and deliver to required areas.
- To move furniture and set up school equipment as needed.
- Manage and implement key compliance tasks such as but not limited to, Fire, Legionella & Asbestos management.
- Raise purchase orders for equipment, stock or minor works in liaison with Operational Lead for Special Schools.
- To line manage Premises Assistants with conjunction with Operational Lead for Special Schools on a daily basis
- Co-ordinate, manage and assist with the traffic management of vehicles on school premises
- To liaise with school transport co-ordinator, Operational Lead for Special Schools and Headteacher of issues arising
- Responsible for the servicing, maintenance and annual cleaning of school fleet vehicles

### **Compliance and Risk Management**

- Ensure compliance with all relevant health, safety, environmental and statutory regulations.
  - Complete and review risk assessments and implement corrective actions as necessary.
  - Maintain accurate records and documentation for compliance purposes.
  - Keep the compliance portal Every Compliance, up to date weekly and upload supporting documentation.
  - Working with Head Teacher, Head of Estates and Operational Lead for Special Schools, ensure that outstanding actions from WorkNest are completed for both the fire risk assessment and health and safety audit.
  - Work with the Head of Estates and Operational Lead for Special Schools to manage any insurance claims
  - Ensure statutory and non-statutory training is completed yearly.
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### **Financial Management**

- Assist the Head of Estates and Operational Lead for Special Schools in managing Trust wide procurement of contracts for relevant services (such as cleaning)
- Ensure 'good practice' obtaining multiple quotes from contractors and service providers, while not compromising on standards.

### **Sustainability**

- Work alongside the Head of Estates and other stakeholders to implement a Trust wide sustainability strategy.
- Promote and implement sustainable practices across the estate including energy management, waste reduction, and environmental impact initiatives.
- Support the Trust with their wider sustainability goals and contribute to achieving those targets.

### **Teamwork**

- Work as part of the school team engaging in regular meetings with Head Teacher, Operational Lead for Special Schools, Health and Safety Governor and Office Lead.
- Involvement in the wider Trust team, which may involve Teams calls, meetings or visits to other local schools.
- Work closely with the Trust IT team.

### **Working Conditions**

- The role is based across 2 sites unless otherwise advertised.
  - To be flexible to meet the needs of the school as required on an ad hoc basis.
  - May require working outside of standard hours to oversee critical projects or to respond to emergencies, adverse weather conditions, school events (such as parents' evenings)
  - To ensure continuity of service in the event of unplanned and unavoidable absence within the wider premises team (locally)
  - To drive the school fleet on a daily basis between school sites, collecting materials and to support with transportation of children and equipment when required
  - Carry out banking of any monies as and when required
  - To undertake other such duties as may be delegated or requested commensurate with the level and grading of the post
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### **Scope**

- This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

### **Safeguarding**

- The Compass Partnership of Schools is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to full safeguarding checks and an enhanced Disclosure and Barring Service (DBS) check.

### **Equal Opportunities**

- The Compass Partnership of Schools is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability, age or other protected characteristics.
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**Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How tested</b>
Qualifications	Full UK Driving Licence		Application Interview
Experience		<p>Experience in delivering and managing hard and soft services</p> <p>Experience in building services and asset management</p> <p>Maintenance experience including decorating, plumbing, carpentry.</p>	Application Interview
Knowledge and Skills	<p>Competent in IT</p> <p>Ability to work on own initiative</p> <p>Ability to engage effectively with a wide range of people</p> <p>Good written and verbal communication skills</p>	Working Knowledge of Health and Safety in an educational environment	Application Interview
Personal attributes	<p>Punctual, dependable and trustworthy</p> <p>Proactive and solution seeking</p>		Interview

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THE  
**COMPASS**  
PARTNERSHIP OF SCHOOLS

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	<p>Patient, courteous and positive</p> <p>Attention to detail, taking pride in the school environment and appearance</p> <p>Committed to safeguarding and promoting the welfare of young people</p>		
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