

Premises Manager Job Description

Job Title

Premises Manager

Reporting To

Executive Headteacher/Head of Schools / School Business Manager

Job Purpose

To ensure the effective management, maintenance, cleanliness, safety, security and operational efficiency of the school premises, grounds and facilities.

The Premises Manager is responsible for maintaining a safe, clean and secure learning environment for pupils, staff and visitors, ensuring compliance with statutory health and safety requirements, and overseeing contractors, site services and planned maintenance programmes.

Key Responsibilities

1. Site Security and Access

- Open and secure the school premises daily, including gates, doors, windows and alarm systems
 - Act as key holder and first point of contact for out-of-hours emergencies
 - Patrol the premises as required to minimise loss, damage or trespass
 - Respond to security breaches, intruders or vandalism in line with school procedures and liaise with emergency services where required
 - Report burglaries and serious incidents to the Headteacher and relevant authorities
 - Ensure safe access and egress to the site at all times, including managing vehicle movement and preventing unsafe parking
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2. Premises Maintenance and Repairs

- Manage the day-to-day maintenance, repair and upkeep of buildings, grounds, fixtures, fittings and equipment
 - Carry out minor repairs and maintenance (e.g. plumbing, decorating, basic electrical work up to safe limits)
 - Monitor and maintain heating, hot water, plumbing, drainage and utility systems
 - Conduct routine inspections including boilers, tanks, meters, lighting and alarm systems
 - Replace lamps, tubes, fuses and other minor components as appropriate
 - Maintain drains, gutters and gullies to ensure free flow
 - Maintain location plans for utility shut-off points
 - Develop and implement a Planned Preventative Maintenance (PPM) programme
 - Check and respond to maintenance requests raised by staff
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3. Grounds and External Areas

- Maintain school grounds including litter clearance, sweeping, waste removal and grass cutting
 - Carry out minor repairs to fencing, gates, sheds, benches and outdoor fixtures
 - Ensure playgrounds and external areas are clean, safe and hazard-free, including clearance of animal faeces.
 - Arrange or oversee tree works and larger grounds maintenance via contractors
 - Clear snow and ice and apply salt to ensure safe access routes
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4. Cleaning and Hygiene Standards

- Ensure cleaning standards across the site meet required specifications
 - Supervise cleaning staff or contractors and monitor quality of work
 - Undertake emergency cleaning, including bodily fluids and graffiti removal, in line with health and safety procedures
 - Maintain cleanliness of toilet facilities throughout the day and replenish supplies
 - Manage waste disposal, recycling and hazardous waste logs
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5. Health and Safety Compliance

- Ensure compliance with all relevant health and safety legislation and school policies
- Carry out regular site inspections and address hazards promptly
- Prepare and maintain risk assessments and health & safety records
- Maintain a safe working environment and report hazards including pests or vermin

Statutory Compliance Duties:

- Organise and maintain records for:
 - Gas safety and boiler servicing
 - Fire alarms and firefighting equipment
 - Intruder alarms
 - PAT testing and electrical inspections
 - Emergency lighting
 - Lift and PE equipment servicing
 - Pest control
 - COSHH documentation
 - Conduct regular testing of fire alarms, emergency lighting and safety systems
 - Monitor and manage:
 - Legionella control (temperature checks, testing, record keeping)
 - Asbestos management (in line with registers and plans)
 - Participate in statutory audits and inspections
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6. Contractor and Lettings Management

- Obtain quotations and coordinate contractors for maintenance and improvement works
 - Supervise contractors on site and ensure compliance with safety standards
 - Act as main point of contact for contractors, cleaners and service providers
 - Support school lettings, events and external use of premises
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7. Administration and Financial Duties

- Maintain accurate records including maintenance logs, certificates and compliance documentation, paper and electronic.
 - Monitor stock levels of cleaning materials, equipment and PPE
 - Order supplies and verify invoices in line with financial procedures
 - Raise purchase orders and assist in managing premises budgets
 - Record utility meter readings and report data as required
 - Manage deliveries and ensure safe storage
 - Undertake banking duties where required
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8. General Duties and Support

- Move furniture and equipment as required
- Provide support to staff and contribute to a safe school environment
- Assist in managing pupil behaviour where necessary in line with school policies

- Maintain positive relationships with staff, pupils, contractors and the wider community
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Internal and External Contacts

Internal:

- Executive Headteacher, Heads of School, School Business Manager, staff, pupils, parents, governors

External:

- Contractors, parents/guardians, local authority, community groups, emergency services
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Additional Requirements

- Willingness to work flexibly, including out-of-hours and emergency call-outs
 - Ability to act as a key holder
 - Full UK driving licence (desirable)
 - Enhanced DBS clearance required
 - Commitment to safeguarding and promoting the welfare of children
 - Adherence to equal opportunities policies and school ethos
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Other Duties

The postholder may be required to undertake other duties appropriate to the grade and nature of the role as directed by the Headteacher or School Business Manager.