



St Ursula's Convent School

PREMISES MANAGER

Job Description

Responsible to: School Business Manager
Responsible for: Premises Team

Work Pattern	Monday to Friday Full time (52 weeks)
Times of the day	09:00 – 17:00 with one hour lunch break (unpaid) <i>This pattern could change subject to the needs of the school</i>
Payscale	PO1 £36,138 - £38,607

Main purpose of the job

To be responsible for the maintenance, cleaning, security, heating, health & safety, and the general well-being of the school, the site and its occupants in line with guidance and relevant legislation. Responsible for the line management of the Premises Team. Supervise the quality of work provided by contractors, including grounds maintenance and cleaning staff.

Duties and responsibilities

- Ensure appropriate cover for the school at all times.
- Schedule, prioritise and supervise work for the Premises Team.
- Carry out performance management and other related line-management tasks for the Premises Team.
- Commission estimates from contractors as required following consultation with the School Business Manager in accordance with financial regulations.
- Liaise with relevant staff on all aspects of school lettings, open evenings, events etc and plan premises cover as necessary.
- Operate the school's administrative systems with regard to the ordering of stock, the checking of invoices, the monitoring of budgets, the preparation of estimates and undertaking stock checks within the postholder's sphere of responsibility.
- Set up and maintain records of mandatory checks to site, utilities and systems.
- Input data to the computerised systems in accordance with agreed procedures.
- First key holder, charged with dealing with out of hours emergencies.

Building Maintenance

- Be responsible for the maintenance, cleaning, heating and general well-being of the school, the site and all its occupants.
- Manage planned and ad hoc maintenance and upkeep of the premises.
- Regularly inspect the internal and external fabric of the building and site, assess defects, and prioritise necessary repairs. Report to School Business Manager.
- Liaise with the School Business Manager regarding the production and delivery of a planned programme of maintenance and repair of the buildings and site.

- In conjunction with the Premises Team, undertake a range of basic repairs and maintenance jobs including plumbing, carpentry, electrics, building works, decorating and portering.
- Ensure that the cleaning of the premises is in accordance with the agreed contract specification. Manage any unscheduled or emergency cleaning as required.
- Manage deliveries to site.
- Arrange for the carriage of all monies to and from banks as required in accordance with Council procedures.
- Ensure the safe and efficient operation of all premises-related mechanical, electrical, heating services and other plant.
- Maintenance and control of a suitable stock of equipment and supplies along with appropriate record keeping, dealing with repairs and maintenance as necessary.

Health and Safety

- Carry out regular inspections to always ensure that the site and building complies with highest levels of security and health & safety, at all times, taking into regards safeguarding. Report any concerns to the School Business Manager.
- Ensure health and safety systems and processes that are site or buildings related are of high quality.
- In discharging the duties of the post have due regard to the provisions of the Health and Safety at Work legislation.
- Ensure that appropriate safety audits are regularly taken and actioned.

General

- Undertake other administrative duties, commensurate with the level of responsibility of the postholder.
- To promote the Council's Equal Opportunities and customer care policies and Environmental Strategy in a manner compatible with the duties of the post.
- Be familiar with and promote safeguarding requirements, demonstrating adherence to the schools safeguarding policy and catholic ethos.

The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

**PERSON SPECIFICATION
PREMISES MANAGER**

Personal Specification	Essential	Desirable
QUALIFICATIONS, KNOWLEDGE AND TRAINING		
Knowledge of Health and Safety legislation and requirements	✓	
Minimum of Maths and English GCSE at Grade C or equivalent	✓	
Training in relevant Health and Safety requirements	✓	
Sound training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same).		✓
Knowledge of maintenance and security systems and procedures		✓
Knowledge of mandatory checks necessary for a school site		✓
Knowledge of procurement procedures for service level agreements		✓
Understanding of appropriate cleaning methods and standards		✓
EXPERIENCE		
Considerable general maintenance experience	✓	
Confident user of ICT	✓	
Setting up systems and procedures, complying with regulatory guidelines	✓	
Experience of working in an inner city school or educational establishment with young people		✓
Experience of dealing with external contractors		✓
Successful experience of managing premises staff		✓
Experience in obtaining best value for money and managing budgets		✓
PERSONAL SKILLS, ABILITIES AND QUALITIES		
Excellent communication skills	✓	
Excellent telephone manner	✓	
Ability for some heavy lifting, physical fitness appropriate to tasks required	✓	
Excellent timekeeping, time management and attendance	✓	
Ability to monitor and order stocks of materials	✓	
Ability to deal with emergencies occurring outside normal working hours	✓	
Ability to work as part of a team	✓	
Calm and focussed under pressure	✓	
Positive can do attitude	✓	