HILLSIDE SPECIAL SCHOOL

Premises Manager Job Description

Grade 4

LEVEL DESCRIPTION

The post holder will have a proactive, comprehensive role in ensuring that school buildings facilities, site services and lettings programmes are maintained and operated to specific standards under the direction of Business Manager or Headteacher.

All duties are carried out within recognised procedures or guidelines.

The post holder will often be the first point of contact with school contractors.

There will be a need to interpret information or situations and to resolve varied problems.

The post holder will have direct supervision for caretaking/cleaning staff

The post holder will contribute to the strategic development of the premises; ensuring site maintenance and building projects are undertaken efficiently and effectively.

The post holder may be expected to undertake shift work to meet the needs of school.

The post holder will work closely with the Senior Leadership Team.

DUTIES

Supervision

- Supervision of caretaking/cleaning staff
- Allocation and prioritisation of workloads

Security

- Ensure that practices and procedures defined for the total security and safe use of school premises are complied with
- Take a pro-active role in identifying and implementing improvements to site security
- Be on call in the event of emergencies

Premises Management

- Ensure routine building and site maintenance work is undertaken as required
- Assist with planning and organisation of school refurbishment programmes
- Liaise with school staff, contractors and County Architects as required
- Ensure all plant and equipment is maintained to the required standard
- Ensure all outside services are maintained, including drains and hard areas

- Monitor the standards of cleaning and grounds maintenance and report problems to line manager. Cover essential cleaning duties in the event of staff absence
- Actively promote the use of the school facilities, liaise with hirers and ensure all lettings arrangements are adhered to
- Contribute towards the school Health and Safety policies, ensuring they are implemented and closely monitored
- Ensure all Health and Safety checks are undertaken and recorded
- Ensure that energy and conservation policy and procedures are complied with.
- Monitor the maintenance budget, liaising with the Business Manager and Headteacher
- Ensure all premises and health and safety paperwork is kept up to date, including reviewing contracts
- Porterage and transportation of equipment, furniture and materials

Hydrotherapy

- Ensure all plant and equipment related to hydrotherapy pool is maintained to the required standard
- Hydrotherapy pool testing and regular maintenance, as required
- Respond to biological contamination events as per guidance, returning the Hydrotherapy Pool to a safe and usable state as soon as practicable

Health and Safety

- Maintain a COSHH assessment file, ensuring all chemicals are stored according to COSH regulations and undertaking risk assessments as necessary
- Ensure furniture and equipment is in a safe and efficient working condition
- Ensure safety of the environment, in line with the needs of the pupils
- Undertake regular fire alarm and emergency lighting tests in line with guidance, recording results and ensuring Fire Log Book is kept up-to-date
- Undertake regular water hygiene checks in line with guidance, periodically de-scaling shower heads and taps. Recording results and ensuring Water Hygiene Log Book is kept up-to-date
- Undertake regular testing of emergency call points in WCs and Hydrotherapy Pool
- Undertake snow clearing and gritting of all essential paths, car park and turning circle, as required. Liaising with council with regard to gritting of adjacent road

Minibuses

- Conduct daily checks and basic maintenance on minibuses, even during periods of non-use, ensuring buses are always ready for use, at any time (e.g. for an emergency)
- Liaise with contractor to ensure regular minibus inspections, servicing and M.O.T.s are carried out

Training

- Undertake all mandatory school training (e.g. Safeguarding)
- Undertake Premises Management training and renew as necessary
- Undertake various training in line with Job Role and renew as necessary (e.g. COSHH, Asbestos, Legionella, Pool Plant Operator and Water Testing)

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	• Good knowledge of DIY equipment/ repairs etc. • Good knowledge of relevant policies and procedures H&S, security, Chemical handling etc. • Knowledge of security / alarm systems.	• Knowledge of industrial cleaning products and the relevant health and safety guidelines. • Experience of managing staff. • Related qualification e.g. City and Guilds. • Experience of personnel policies and procedures. • Knowledge of security systems/ alarms.
Literacy and numeracy	• Literacy and numeracy required for recording checks of equipment etc. • Ordering supplies etc. • Ability to produce reports and prepare contracts.	
Organisational		• Knowledge of cleaning standards. • Knowledge of security and safety policies and procedures.
Knowledge & use of equipment		• Knowledge of DIY/ gardening equipment.
Mental Skills:		
Research	• Assist in project specification data collection, analysis and make recommendations.	
Problem solving	• Ability to deal with varied problems.	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Thinking creatively / Developing new ideas	• Be pro-active and contribute to school building projects and developments strategy.	
Planning ahead	• Medium/long term planning premises, improvements.	
Interpersonal & Communications Skills:		
Training and / or presentation skills	• Provides training/ demonstrations to cleaning and/or caretaking staff. • May be required to prepare information relating to caretaking / building projects timescales, costings for meetings.	
Advising / guiding skills	• Provides advice and guidance to cleaning & caretaking staff with regard to procedures and practices. • Advises Headteacher/line manager on maintenance and repair work.	
Negotiating, influencing or conciliating skills	• Supervision of caretaking staff, allocation of work, monitoring/checking standards.	
Verbal and written communications skills (including use of languages)	• Ability to communicate clearly at all levels with internal and external personnel, contractors, suppliers etc.	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
	• Undertakes written communications, including confidential information.	
Physical skills:		
Keyboard skills / use of mouse	• Basic keyboard and mouse skills are required.	
Other manual skills	• Ability to use a range of tools, hand /eye co-ordination drills, saws, etc.	
Other attributes:		
Level of autonomy	• Plan and manage own and caretaking and/or cleaning staff workload. • Ability to undertake main duties and responsibilities with limited access to line manager.	