



Bishop Ullathorne Catholic School

Job Description

Job Title: Premises Manager

Grade: 6

Job Purpose: To support the management and development of the school site and premises. This will include managing school premises issues as they arise, developing a premises and maintenance plan, to ensure that the premises are fit for purpose and meet the requirements of Health and Safety legislation and the curriculum.

The post holder will be required to be an experienced practitioner with significant practical skills. The role is both operational as well as managerial, therefore you will be required to have a 'hands on' approach and lead by example, as you will spend a significant proportion of your time involved in practical site activities.

Responsible to: Headteacher, Leadership Team, Business Manager.

Line Manger to: Site team of three staff (two site service officers and janitor/litter picker employed through our cleaning providers).

Working Hours: Monday to Thursday from 8.00am to 4.00pm and Friday 8.00am to 3.30pm. The post will be a daytime managerial role but the post holder will be expected to cover shifts with occasional weekend work, in case of absence such as sickness or holidays.

Main responsibilities

Management of the premises team

- Prepare work rotas covering daytime, evenings and weekends to ensure that the site is adequately covered for maintenance, security and lettings.
- Allocate the daily, weekly and monthly tasks for each member of the premises team through the monitoring of the in house helpdesk system.
- Receive regular reports form the premises team regarding the reactive maintenance undertaken, including date, time taken, materials utilised and lead member of staff.
- Monitor the condition of site buildings and grounds to ensure that appropriate standards are achieved.
- Manage performance management for the premises team and in partnership with the Business Manager, identify individual and team training needs and support team development.
- Monitoring performance of premises staff against agreed targets.

- Ensure effective risk management i.e. in health and safety and in the management of any third party service contracts.
- Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.

Strategic Maintenance

- Contribute to the strategic planning and development of the school site, in conjunction with the Business Manager and the Leadership Team, and be proactive in identifying the most appropriate and effective solution to the developing facility needs of the school.
- Contribute to the management of all site related projects: from initial concept, through design and specification, to implementation and hand over to the school.
- Manage the costs of minor site based projects to both budget and specification.

Planned Maintenance

- Ensure that the planned maintenance programme for the school is understood and any need to use third party contractors is agreed.
- Agree the scope of the work with the Business Manager 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 contractor to cover the specified work, some of these may be generic
 - copies of the signing in log and asbestos register review
 - copies of all permits to work.
- Ensure that all work is signed off on completion, identifying any areas of concern, and managing the contractor until the work is completed satisfactorily.
- Ensure that arrangements are in place to ensure that there will be an appropriate and timely response to emergency callouts as necessary.
- Ensure that a member of the premises team attends to coordinate any emergency repairs.
- Ensure that the school is properly prepared for use during inclement weather.

Health and Safety

- Maintain a register of risk assessments for operations undertaken by the premises team, and ensure that a rolling programme of auditing risk assessments is implemented to ensure that they are still relevant.
- Ensure that the premises team use equipment in a safe manner and are appropriately trained.
- Ensure that a register of all hazardous chemicals in use on the site is developed and maintained and ensure that all staff who use the chemicals are aware of how they should be safely used and stored.
- Ensure that copies of the hazard data sheets are available in a central register and at the point of storage.
- Ensure that any contractors visiting the site are shown a copy of the asbestos register.

- Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, fire evacuation procedures and parking in a designated area.
- Obtain risk assessments and method statements from third party contractors, prior to them starting work on site.
- Operate a permit to work scheme for all contractors and ensure that all contractors are in possession of a permit prior to starting work.
- Continuously monitor compliance with health and safety regulations.
- Ensure that the fire alarm is checked weekly and a record of the test maintained.
- Ensure that the emergency lighting is checked weekly and a record of the test maintained.
- Ensure that the firefighting equipment is checked weekly and any fire extinguishers that have been discharged are replaced immediately.
- Ensure the site is checked weekly for any possible health and safety hazards.
- Ensure that the insurance safety checklist is completed half-termly.
- Ensure that the school complies with legionella, asbestos and other Health and Safety legislation.

Security

- Ensure that the site is secure and that the entrances and exits are monitored through the school day and out of hours.
- Ensure that there is an adequate number of premises staff on site at all times, when school is open to the public.
- Ensure that the locking systems of the buildings are not compromised and that the alarm system is regularly serviced and maintained.

Financial Management

- Advise the Business Manager on the optimum use of funds allocated for structural and non-structural maintenance.
- Advise the Business Manager in regards to the formula capital budget allocation for the site.
- In association with the Business Manager, prepare monthly statements of expenditure for all premises budget headings, for discussion with the Headteacher.
- Obtain quotes for maintenance work in line with school policy.

General Duties

- Although there are a small number of lettings in operation currently, the post holder will be expected to monitor effectively the letting of the site, including all rooms and external areas. Ensure that any specific equipment is provided.
- To ensure that any issues identified as falling under the remit of the Premises Manager role are satisfactorily resolved, whether they are strictly a premises related matter or not.
- To keep abreast of developments in the Facilities Management field and identify possible areas where there is scope to improve systems and procedures.
- To develop self within the post, undertaking training as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the school.
- To undertake specific task as identified by the Business Manager and Headteacher, as and when required.
- To comply with Health and Safety policies at all times.

- To establish and maintain positive, professional relationships with staff, visitors, students, parents and all other stakeholders of the school.
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

November 2021