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## **LACON CHILDE SCHOOL**

### **Post Title: Premises Manager**

Name:  
Job Title: Premises Manager  
Location: Lacon  
Grade: 26 – 28  
Hours per week: 37  
Weeks per Year: Full year.

#### **Background:**

Reporting to the Trust Estates Manager, this post will be part of the Estates Support Team.

The Premises Manager is responsible for:

- Operational leadership of all estates, facilities and health and safety related aspects of the Schools and the local environment and all associated financial aspects.
- The Premises Manager will be committed to the safeguarding and promotion of the welfare of children and young people and will be responsible for the day-to-day security and maintenance of the sites, maintaining a clean, attractive, secure and welcoming site through a process of regular cleaning and routine and scheduled maintenance of buildings, grounds, fixtures and fittings.

#### **Key Responsibilities and Accountabilities:**

##### **Management of the Premises Team**

- To work closely with the Headteacher to ensure that all aspects of the Premises function meets the needs of the School at all times.
- Allocate the daily, weekly and monthly tasks for each member of the premises team
- Ensure regular reports are received from 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, identify individual and team training needs and support team development.
- Ensure effective risk management, for example, 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.
- To supervise all building work including projects undertaken by contractors ensuring that a full and complete Site Induction is undertaken, as well as ensuring that all documents are received, and distributed as appropriate, including H&S policy, Method Statements, Risk Assessments, Public Liability Insurance documentation, etc
- To be involved in the planning of all site projects with the Trust Estates Manager and Trust Head of Estates.

- To monitor and supervise the standard of cleaning undertaken with the cleaning teams.
- To attend regular Premises / Health & Safety meetings with the Trust Estates Manager, providing a regular report of planned and emergency maintenance.
- To communicate all premises and related H&S issues to the Trust Estates Manager/Headteacher, in an appropriate and timely manner.
- To ensure that adequate systems are created, and operated, to cover for all staff absences within the site team.
- To monitor all service contracts to ensure they are adequate, review their performance, ensure they offer good value for money and plan ahead for re-procurement of such services.
- To assist the finance team with preparation of budget proposals for maintenance, refurbishment projects as appropriate.
- Ensure school terms and holidays are sufficiently covered with staffing.

### **Strategic Maintenance**

- Contribute to the strategic planning and development of the school site, in conjunction with the Headteacher, Trust Estates Manager, and Head of Estates and be proactive in identifying the most appropriate and effective solution to the developing facility needs and maintenance 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.
- To assist the Trust Estates Manager with all aspects of Health and Safety e.g., the development and implementation of policies, procedures and processes including the training of all staff.
- Manage the costs of site-based projects to both budget and specification.
- To ensure H&S and estates team procedures and routines are implemented and monitored, as agreed, which are created in discussion with and agreement of the Trust Estates Manager.
- To work with the School at all times promoting good working relationships with colleagues and external organisations.
- To undertake relevant research to ensure that up-to-date legislation is adhered to at all times.

### **Planned Maintenance**

- To keep up to date the Parago compliance system.
- Ensure that the planned maintenance programme for the school is understood and any need to use third-party contractors is agreed.
- To work with the Trust Estates Manager on all aspects of planning site maintenance and improvement projects undertaking research and timetable as required.
- Agree the scope of the work with the Headteacher/Trust Estates 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 the trusts financial 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 the 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 co-ordinate any emergency repairs.
- Ensure that the school is properly prepared for use during inclement weather.
- To manage the mini bus fleet including all aspects of Health and Safety relating to mini-buses, and other school vehicles.

- When Lone Working comply with Trust's Lone Working Policy.
- Be a strong advocate for and role model the Trust's values, principles, and approaches.

### **Security**

- Ensure that the site is secure and that entrances and exits are monitored through the School day and out-of-hours, including ensuring that there is an adequate number of Premises staff on site at all times when the 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.
- To ensure that the premises are unlocked and locked for the working day, and lettings.
- To carry out security checks as required.
- To ensure that all security systems are set at relevant times, including CCTV.
- To respond to emergencies, including severe weather, affecting the school premises outside normal hours.
- To ensure that all registered keyholders are kept up-to-date with all required information and training.
- To ensure appropriate signage is displayed at all times

### **Lettings**

- Ensure Letting agreements are in place and renewed annually and that insurance documents, safeguarding/welfare officer docs, risk assessment documents are current and up to date.
- Ensure usage date supplied monthly to finance for invoicing.

### **Energy Strategy**

- Having overall responsibility for monitoring the use of energy by the MAT.
- Organising training for staff and students on saving energy through the means of presentations and workshops.
- Organising energy audits to find the best way to save energy across the MAT.
- Produce and maintain an energy strategy to ensure that optimum savings are being made across the MAT.

### **Health & Safety**

- Management responsibility to ensure compliance with statutory health and safety requirements, and a safe environment at all times.
- 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 any contractors visiting the site are shown a copy of the Asbestos Register, the health & safety policy and any other relevant risk assessments.
- Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, of the fire evacuation procedure and park 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.
- To undertake duties, relating to the regular monitoring, implementation, recording and review of the School's Health and Safety policy, in support of the security and maintenance of the School's premises and grounds
- Ensure the site is checked weekly for any possible health & safety hazards.

- To ensure that the Asbestos Register is reviewed and up-dated in line with current legislation and as reactive and planned works and removal of asbestos are completed.
- To be responsible for carrying out all required yearly, quarterly, monthly and weekly testing, following procedures implemented by the Head of Estates, including the following; Legionella, Asbestos, Gas safety, PAT testing, emergency lighting, fire alarms and system, fire exit signage, alarms, access equipment, fixed wire testing, etc
- To create, as necessary, and maintain all records for the above ensuring that all documentation is available for review by the Head of Estates.
- To maintain a full Task Register, including Method Statements and Risk Assessment, and Health and Safety legislation relating to all site services, grounds and cleaning tasks, in compliance with the annual audit.
- To provide information, including a proposed plan of work to address issues raised, to the Trust Estates Manager following receipt of specific surveys undertaken by the external bodies.
- Monitor and ensure Health and Safety compliance in line with Trust's Health & Safety Policy. To be aware of and communicate fire and evacuation procedures.
- Ensure Personal Protective Equipment (PPE) is used whenever there are risks to Health & Safety that cannot be adequately controlled in other ways.
- Deal with any accidents and ensure that any accidents are reported following school's accident reporting procedures.
- Fully comply with the school Emergency Action Plan.
- Carry out the necessary procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Ensure access for emergency services, assist as necessary and secure premises as required

#### **Additional Duties**

- Ensure that the site is kept free of litter and graffiti, and that emergency cleaning duties are carried out during the day.
- To ensure that main entrances and paths are clear of snow and grit / salt applied as appropriate.
- Ensure that deliveries of school supplies are distributed in accordance with the instructions received from the delivery point.
- To plan, and assist with, the manual tasks required in connection with the setting up, and moving of, equipment for School functions and ensure that appropriate manual handling training is provided to all relevant staff.
- To prepare the work schedules and duty rotas for all the site services teams and ensure that work is carried out to the required standard.
- To ensure that all staffing issues are discussed, at the earliest opportunity, with the Head of Estates/Headteacher to ensure compliance.
- To transport students, staff or supplies in the school minibus, when required.
- To ensure Health and Safety regulations, relevant to site services and grounds are adhered to at all times.
- To ensure that all training is relevant and up-to-date for site services, grounds and lettings staff, as required for the work undertaken, in line with the Task Register, Method Statements and Risk Assessments.
- Some flexibility in the pattern of hours worked and a willingness to undertake working outside of the normal daily hours to meet the site management and school needs
- To act as a key holder when necessary, liaising with the security firm if a confirmed alarm activation attending callouts and supervising access to the sites outside normal working hours. To be prepared to be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the sites, in term time, school holidays or weekends.
- To operate and monitor heating, plumbing and electrical systems in accordance with instructions and current safety legislation and ensure that the most cost-effective use is made of such systems.
- To monitor and order supplies of consumables and to ensure that deliveries are made in accordance with invoices.

- To undertake routine maintenance including decorating, plumbing, carpentry, electrical work, painting and general building work in accordance with instructions and current safety legislation.
- To undertake portage duties as required and to assist in the unloading of deliveries to the school and loading of deliveries from the school.
- To be responsible for ensuring the most efficient and economic use of the school premises, facilities, plant equipment and materials.

### **Holidays**

Holidays can be approved during term time as they allow the site team to function more effectively.

### **Other Duties**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually, and the Head of Estates and Trust Estates Manager reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

### **Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ At least 5 years of large premises management</li> <li>▪ Completing risk assessments and/or checks relating to work standards</li> <li>▪ Managing contractors/building projects</li> <li>▪ Working in an environment requiring high levels of accuracy</li> <li>▪ Manage a team</li> <li>▪ Working effectively as part of team</li> </ul>	<ul style="list-style-type: none"> <li>▪ Working in the Education Sector</li> </ul>	Application form, interview and references

<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>▪ Good understanding of legislation and guidance relating to health and safety</li> <li>▪ Ability to identify and analyse issues and develop effective solutions to problems and challenges</li> <li>▪ Good level of computer literacy including use of Microsoft Office products</li> <li>▪ Well-developed oral, written and interpersonal skills</li> <li>▪ Strong organisational skills with an ability to be proactive and prioritise work</li> <li>▪ Effective time management.</li> <li>▪ Ability to manage a team</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least one trade connected with site management (electrician, builder, joiner, etc.)</li> <li>▪ Understanding of safeguarding and child protection procedures</li> </ul>	<p>Application for interview and references.</p> <p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> <li>· Motivation to work with young children, and</li> <li>· Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>▪ Rigorous and methodical</li> <li>▪ Ability to work flexibly to meet deadlines and respond to unplanned situations</li> <li>▪ Customer focused with a commitment for high quality</li> <li>▪ Ability to liaise with internal and external stakeholders</li> <li>▪ Ability to lead teams and people, acting as a professional role model</li> <li>▪ Ability to contribute new ideas and ways of working</li> <li>▪ Ability to respond positively to, and actively</li> </ul>		<p>Application form, interview and references</p>

	support, staff within the Trust <ul style="list-style-type: none"> <li>▪ Ability to maintain confidentiality</li> <li>▪ Ability to establish effective relationships with those working in, and with, the Trust</li> <li>▪ Polite and professional manner</li> </ul>		
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Good level of literacy and numeracy equivalent to Level 2 passes in GCSE English and Mathematics or above (Grade C / 4 or above)</li> <li>▪ Current valid driving licence and own vehicle available</li> <li>▪ Ownership and commitment to continuous learning and development</li> <li>▪ Recognised health and safety qualification (Eg IOSH)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of the principles of health &amp; safety in a school environment</li> <li>▪ Qualification in Premises Management/relevant Degree/NVQ level 4 or equivalent experience</li> <li>▪ </li> </ul>	Application form and certificates

**Working pattern:**

- The role will be Monday to Friday, 37 hours per week, Full year.
- Flexibility will be required.

Signed:

Date: