

South Dartmoor Community College and the Atrium

Job Description



Job Title:	Premises Manager and H&S Co-ordinator
Location:	Across the Trust (currently based at South Dartmoor Community College and the Atrium)
Grade:	Devon NJC Grade E (£24,012-£27,041)
Hours:	37 hours a week, all year. Hours to be worked flexibly to suit the requirements of the organisation.
Reports to:	Executive Head teacher
Responsible for:	Caretaking Team

JOB PURPOSE

Management of the school site, provision of maintenance and security services on school premises thereby ensuring a safe working environment. Management of caretaking/cleaning support staff including the allocation and monitoring of work and performance appraisal as well as overseeing contractors on site.

To embrace a positive Health and Safety culture within the school. Working in collaboration with the WeST Health and Safety Manager and being the point of contact within the school. Ensure Policies are shared, Risk Assessments are up to date and relevant and audits are undertaken. Report to the Senior Leadership team on matters arising.

MAIN DUTIES

1. Management of the caretaking and cleaning teams through appropriate supervision and delegation.
2. Responsible for the management of the day to day duties of the caretaking/premises team.
3. Assist in the strategic maintenance of Estates.
4. To assist in actioning any planned maintenance programs in place.
5. Responsible for delivery of the security of premises and their contents; the post holder must be available for emergency call out.
6. Aiding where necessary in the opening/closing of the school. Ensure site is secure and alarmed correctly.
7. Oversee the continuous inspection of the school for damage and vandalism, making good immediately any defects and reporting to the Line Manager.
8. Forward planning of work in accordance with the requirements of the weekly/termly events schedule.
9. Practical skills essential to include decorating and plumbing. Capable of producing work of a high standard in a number of practical skills areas.
10. Responsibility for control of consumable materials.
11. Monitoring continuously the School's compliance with the Health and Safety at Work Act.
12. Promoting the School's image.

DUTIES AND RESPONSIBILITIES

Security of premises

1. Responsibility for ensuring alarm, fire extinguisher and emergency lighting are checked on a regular basis and recording of these checks is undertaken.
2. Ensure a daily visual inspection of the building for damage and break-ins is undertaken.
3. Liaise with the Line Manager and in their absence the Police/Fire Brigade in cases of break-ins and fires etc.
4. Responsibility for safety of school site after break-ins/vandalism is undertaken. Report incidence to the Line Manager, ensuring any isolation works have been taken and appliances are made safe.
5. Ensure a high level of security in areas which IT or other expensive resources are kept.

Maintenance

1. Ensure enhanced DBS's are available for all contractors who attend the school site. If no enhanced DBS is available then ensure contractors are accompanied around the site as necessary, following a risk assessment with the Executive Head Teacher.
2. Ensure that work is satisfactorily completed both by contractors and employees.

3. Identify and report any repairs, maintenance and replacement that require rectification. Discuss with the Line Manager.
4. Initiate orders for repair.
5. Liaise with staff from other departments to carry out maintenance work. (Subject to the capabilities of the post holder).
6. Responsible for ensuring that arrangements for maintenance and minor repairs are carried out as quickly as possible.
7. To install, maintain or repair items as appropriate to the fabric of the building, for example (subject to the capabilities of the postholder):
 - a. Plumbing (eg leaking taps);
 - b. Joinery;
 - c. Painting and decorating;
 - d. Plastering small areas;
 - e. Re-glazing at ground level;
 - f. Electrical (to make safe broken fittings etc);
 - g. Gas (to make safe leaks – isolate supply at the earliest opportunity).
8. To report emergencies in the case of faults with gas, electric and water supply to the Line Manager or the Director of Estates.
9. Responsible for the checking and replacement of faulty lights, tubes, bulbs, diffusers and starters on a regular basis. Fit or change electrical plugs if competent. Ensure that light fittings are cleaned and test their operation weekly.
10. Ensure any MCB's that need replacing are replaced with manufacturers recommended fuse. Ensure fuse boards are checked where a circuit has been broken. Note: electrical repairs should only be carried out with the relevant training - repairs to fuse boards are to be carried out by a qualified electrician only.
11. To ensure heating plant and equipment is effectively operated, making adjustment as necessary.

Cleaning tasks (assisting caretaking staff as required)

1. Responsible for the cleaning team to ensure high standards of cleaning and hygiene through the school site. Monitor attendance and arrange absence cover as required.
2. Responsible for ensuring that caretaking equipment is clean, safe to use, and correctly stored.
3. Responsible for ensuring that basic maintenance of caretaking equipment in accordance with the manufacturer's instructions. Report faults to the Line Manager.
4. Support caretaking staff to undertake emergency cleaning and other occasional cleaning as specified during normal hours after ill children, floods, or other incidents, or additional cleaning in toilet areas.
5. Support caretaking staff to mop up and remove spillages, floods, vomit, waste and other substances requiring removal in line with agreed procedures.
6. Carry out an inspection after staff/contractors have completed their tasks, reporting any problems to the Line Manager, or ensure that room(s) are brought up to the required standard.
7. Responsible for organising where necessary:
 - Clean and tidy all yards, paths, gullies and drains on a regular basis.
 - Empty external litter bins.
 - Daily check for graffiti.
 - Removal of all litter and leaves from hard/soft ground areas related to the site and internal areas of site are litter free.
8. Arrange cover for basic groundsmanship duties when assistance or cover is required.
9. Organise the clearing of snow off main paths, steps and ramps to facilitate safe access of students and staff to premises. Grit as necessary.

Health and Safety duties

1. Work in collaboration with the WeST Health and Safety Manager, acting as the College's Health and Safety Co-ordinator and Fire Officer.
2. Ensure the WeST Health and Safety Policy and sub Policies are clearly communicated and available to all staff and other stakeholders.
3. Ensure school Risk assessments are up to date and relevant.
4. Work with the WeST Health and Safety Manager to ensure that audits are programmed, undertaken and reported actions implemented.

5. To report to the SLT on Health & Safety updates, implications to the school and action.
6. Ensure there is an accident and near miss reporting tool and sufficient first aid provision in place.
7. Ensure up to date emergency procedure and plans are in place and communicated to all staff as required.
8. Ensure an up to date College Risk Register is maintained.

Other responsibilities

1. To oversee and undertake staff training as necessary. Ensuring whole school staff are in date for the relevant training eg Fire Marshall, First Aid, safeguarding.
2. To monitor mini buses. Ensuring the minibuses are kept in a clean and tidy condition, fuelled and as required delivering minibuses for maintenance and repairs. To collect and deliver passengers and/or goods as required. Monitor weekly maintenance checks on the vehicle(s) (eg oil, tyre pressures and condition, brakes (visual), water, etc.) in accordance with the Trust's drivers' handbook.
3. To impart special skills and knowledge to colleagues as appropriate.
4. To ensure/undertake portering tasks as required including setting up and clearing away furniture and the distribution of goods delivered to the School.
5. Support the premises team with the setting out and putting away of any furniture and equipment for functions, and meetings.
6. Arrange temporary signs in car parks and buildings as necessary.
7. In consultation with the Business Manager, order and collect goods required for the efficient completion of any caretaking or maintenance job. Ensuring the proper and efficient use of fuel, materials and equipment provided to carry out the role.
8. Oversee in consultation with the Business Manager the monitoring of stock levels of items such as grit, toiletries, light bulbs/tubes and cleaning materials and ensure an order is placed when stock needs replenishing.
9. Handle all confidential correspondence with discretion and in line with the Trust and Colleges Data Protection protocols.
10. Use appropriate ICT packages as required.
11. Attend out of College hour's functions as required.
12. Undertake any other duties of a similar level and responsibility as may be required, as directed by the Line Manager.
13. Work collaboratively across departments with colleagues and students to ensure the College operates, as effectively as possible, to achieve its aims.
14. Act in such a way that at all times the health and well-being of children and vulnerable adults is safeguarded.

General to all roles across the Trust:

1. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
2. Assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
3. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
4. Comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

Job Description produced by WeST HR Business Partner & Director of Estates, October 2021