



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Premises Manager
Location:	South Dartmoor Community College, but may be deployed across the Trust
Grade:	E (£23,369 - £26,317)
Hours:	37 hours a week all year
Reports to:	College Leadership team
Responsible for:	Site staff

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

Duties and Responsibilities

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 the College Leadership team in actioning any planned maintenance program 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 College Leadership team.
8. Forward planning of work in accordance with the requirements of the weekly/termly events schedule.
9. Practical skills essential to include decorating, 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.

The post holder must have a current, full (not provisional) driving license

Specific 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 College Leadership team and 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 incidents to the College Leadership team, 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. Ensure that work is satisfactorily completed. Identify and report any repairs, maintenance and replacement that require rectification. Discuss ongoing repair needs with the College Leadership team.
2. Initiate orders for repair.
3. Liaise with staff from other departments to carry out maintenance work. (subject to the capabilities of the post holder).
4. Responsible for ensuring that arrangements for maintenance and minor repairs are carried out as quickly as possible.
5. 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 (e.g. 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).
6. To report emergencies in the case of faults with gas, electric and water supply to the College Leadership team or the Director of Estates.
7. 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.
8. 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.
9. 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 Business 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 appropriate member of the College Leadership team, or ensure that room(s) are brought up to the required standard.
7. Responsible for organising where necessary, the:
8. Clean and tidy all yards, paths, gullies and drains on a regular basis.

9. Empty external litter bins.
10. Daily check for graffiti.
11. Removal all litter and leaves from hard/soft ground areas related to the site and internal areas of site are litter free.
12. Arrange cover for basic groundsmanship duties when assistance or cover is required.
13. Organise the clearing of snow off main paths, steps and ramps to facilitate safe access of students and staff to premises. Grit as necessary.

General duties

1. To impart special skills and knowledge to colleagues as appropriate.
2. To ensure/undertake portage tasks as required including setting up and clearing away furniture and the distribution of goods delivered to the School.
3. Support the premises team with the setting out and putting away of any furniture and equipment for functions, and meetings.
4. Arrange temporary signs in car parks and buildings as necessary.

Administration

1. With the College Leadership team ensure compliance with health and safety requirements in order to maintain a safe and healthy environment for all site users.
2. In consultation with the College Leadership team, 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.
3. Oversee in consultation with the College Leadership team 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.

Other

1. To oversee and undertake staff training as necessary. Ensuring whole school staff are in date for the relevant training e.g. 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) (e.g. oil, tyre pressures and condition, brakes (visual), water, etc.) in accordance with the Trust's drivers' handbook.
3. To understand and observe the policies and procedures of the Academy.
4. To carry out any other duties as directed by the Business Manager.
5. Act in such a way that at all times the health and well-being of children and vulnerable adults is safeguarded.

Trust requirements

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 & Diversity.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Level of education equivalent to 5 passes at GCSE (levels 9-4/A-C)/NVQ 2/equivalent or demonstrable relevant experience	E	✓	✓
Trade qualification relevant to the role	D	✓	✓
H&S qualifications	D	✓	✓
Leadership qualification or demonstrable relevant experience	D	✓	✓
Undertaken training including Legionella awareness, Asbestos awareness, IOSH	D	✓	✓
Experience:			
Able to demonstrate good practical knowledge and experience	E	✓	✓
Experience of legionella, fire regulations and safety	E	✓	✓
Demonstrable experience	E	✓	✓
Previous experience of managing a large building	E	✓	✓
Knowledge, Skills and Abilities:			
Ability to demonstrate good leadership/supervision skills	E	✓	✓
A team based approach to work	E	✓	✓
Ability to build and maintain good working relationships at all levels	E	✓	✓
Able to communicate effectively with staff, children, contractors and parents	E	✓	✓
Commitment to work flexibly to meet business requirements	E	✓	✓
Have a methodical approach to problem solving	E	✓	✓
Ability to motivate self and others	E	✓	✓
Further Requirements:			
Able to display and awareness understanding and commitment to the protection and safeguarding of children and vulnerable adults	E	✓	✓
Due to the nature of the role, the ability and willingness to work at an travel to different Trust sites from time to time is essential	E	✓	✓

