



**PLYMSTOCK SCHOOL
PERSONNEL RECRUITMENT
JOB DESCRIPTION**

JOB TITLE: Premises Manager

LOCATION: Plymstock School

HOURS: 37 hours a week all year round
Monday – Thursday 08.00 – 16.00
Friday 08.00 – 15.30

Some flexibility is required to attend essential meetings.
This may be before above start times and after end times.

PAY GRADE: Grade F: £25,214 - £27,945

ACCOUNTABLE TO: Business Manager

Main Purpose of the Role

We are seeking to appoint an exceptional Premises Manager who will ensure that the school site and buildings are managed to the highest standard. This role is not for the faint hearted as you will take the lead responsibility for producing, managing and delivering the three-year site maintenance/improvement programme, overseeing the annual maintenance programme and you will be expected to manage all building development projects on time and within budget.

It is key that you have an excellent understanding of managing day to day premises maintenance programmes and the health and safety issues of a large and complex site. In addition, you must manage the daily conflicting demands upon the Premises Team, ensuring that they meet deadlines and deliver a quality service to the highest standards.

You will be responsible for large revenue and capital budgets, reporting on both spend and project progress to the Premises Committee. You will need to have experience in managing and developing teams, an eye for detail and the ability to manage conflicting priorities. Experience in grant funding would be very advantageous.

Additionally, you would be the lead for Health and Safety across the school.

Holidays, with the exception of two weeks per annum, are expected to be taken during the school holidays. The post holder will be responsible for emergency evacuations and security on site, and therefore will be expected to be on call on a rota basis.

Key Responsibilities

- Take a lead role in ensuring that the whole school site and buildings are maintained and operate to the highest possible standard of provision.
- Take a lead role in co-ordination, reporting and advising on all aspects of Health and Safety and compliance with all statutory requirements, ensuring a safe environment at all times.
- Monitor and report on the performance of all contractors and high standards of workmanship as per agreed specifications.
- With support from the Business Manager, take a lead role in producing and managing the three-year planned building maintenance programme.
- Produce and evaluate a School Accessibility Plan.
- Management of the both the Premises and Cleaning Teams.

General

- Have significant input into the Building Development plan by pro-actively monitoring the current condition of the facilities
- Organise the site in preparation for large works.
- Recommend and support development to accommodation due to changing service provision based on future needs, legislation and the introduction of new technologies.
- Responsibility for the day to day site operational support functions of the school, ensuring facilities are fully operational, fit for purpose and compliant with Health and Safety legislation.
- Develop and manage the building projects to minimise disruption to the operation of the school within agreed specification, cost and timeframe.
- Assist the Business Manager with the management of the Capital funded projects.
- Manage outsourced facilities contracts, to include negotiation of delegated contracts for ongoing and new or changed service provision.
- Act as Line Manager and Team Leader for the Premises and Cleaning Teams, to include supervision, recruitment, training, appraisals, succession planning and leading team meetings.
- Contribute at staff briefings, Senior Leadership meetings, Governors meetings and any other meetings as requested and prepare necessary documentation for such meetings.
- Lead staff training on areas such as health and safety, and fire safety.
- Act as a technical expert on facilities matters and coaching/mentoring staff to carry out delegated day to day functions.
- Assist the Business Manager to update the Premises Policies in line with MAT policies and procedures
- Communicate with staff and neighbours of the school where appropriate.

Health and Safety

- Management responsibility for all premises related Health and Safety across the school, to include reviews and reports to the Governing Board and ensuring that periodic safety surveys are undertaken in compliance with current legislation
- Manage all day to day Health and Safety matters for the Premises and Cleaning Teams including training for staff as appropriate, working with the Health and Safety Consultants (SSG) as necessary to maintain full Health and Safety compliance at all times

- Ensure all contractors observe the correct health and safety practices on site and to ensure safeguarding criteria is met before contractors are allowed on site, including the collation of UK cleared DBS information in collaboration with the HR Department.
- Responsible for the control of Legionella, managing hazardous substances and the disposal of chemicals, e.g. asbestos, testing of the fire alarms, fire doors, emergency lighting and security on site to include CCTV and the alarm system
- Ensure fire alarms systems, testing, maintenance and fire marshal training are effectively undertaken. Responsibility for risk assessments related to premises and their use, monitoring their effectiveness. Ensure all actions outlined in the risk assessments are undertaken in a timely manner.
- Provision of regular reports to the Governors Finance & Premises Committee advising on action tracker reports following on from inspections
- Ensure the annual fire risk assessment is carried out to include PEEPS for staff/students with disabilities
- Develop a sound facilities safety management system.
- Maintain all necessary Health and Safety records
- Responsibility for maintaining the Asbestos register and ensuring compliance on site

Whole School Site

- Responsibility for the efficient electronic operation, maintenance and repair of electrical and mechanical systems of the school e.g. energy, lighting, air conditioning units, boiler management system, lifts, surveillance systems and access control systems.
- Ensure that security and fire safety systems and equipment are in sound working order at all times and records of regular testing are kept.
- Ensure all pro-active and re-active maintenance work is carried out and that service records are maintained, with minimal disruption to teaching and learning.
- Organise and manage a programme of routine maintenance, redecoration and servicing of plant etc.
- Seek and evaluate tenders where appropriate
- Responsibility for the outstanding defect reporting within the school
- Ensure the school is open and staffed by the Premises Team for all school activities and agreed lettings
- Prepare plans for preventative and planned maintenance of all school buildings and grounds.
- Review all annual property contracts on a rolling programme to ensure value for money and compliance.
- Manage and review the utilities service contracts.
- Ensure that all contracts meet the safeguarding requirements of the school
- Plan a fair and equitable on-call rota.
- Ensure that weekly inspections and checks of buildings and essential systems are carried out
- Facilitate office and accommodation moves
- Process insurance claims, consulting with the Business Manager
- Oversee supplier management of the cleaning contract
- Review, update and manage the Annual Maintenance Plan for the Premises Team
- Review and update the contractor's induction pack

- Assist the Business Manager to project manage all Capital schemes and building developments, depending on complexity with or without agents
- effectively manage the running of the premises job allocations, passing all requests and issues to the appropriate member of staff or an external contractor is called where appropriate
- Plan a fair and equitable on-call rota.
- Ensure that weekly inspections and checks of buildings and essential systems are carried out.
- Facilitate office and accommodation moves.
- Process insurance claims, consulting with the Business Manager
- Oversee supplier management of the cleaning contract.
- Review, update and manage the Annual Maintenance Plan for the Premises Team.
- Review and update the contractor's induction pack.
- Assist the Business Manager to project manage all Capital schemes and building developments, depending on complexity with or without agents

Incident Management, Disaster Recovery and School Closure

- Support, liaise and manage incidents in conjunction with relevant staff minimising disruption to the school operation whilst safeguarding welfare
- Regularly review and update the emergency evacuation plan and individual room evacuation notices
- Prepare and Update the Emergency Management Plan
- Manage and organise practice emergency scenarios with the Headteacher

Security

- Ensure the school has appropriate levels of security
- Responsibility for updating the Security Policy
- Responsible for correct management of surveillance systems in line with legislative requirements

Financial

- Assist the Business Manager with the preparation of budget forecasts for areas of delegated responsibility
- Manage the premises budget spend to meet agreed financial targets
- With assistance from the Business Manager, prepare business cases where necessary.
- Undertake contract negotiations on behalf of the school as delegated by the Business Manager
- Be responsible for delegated budgets; raising orders; obtaining competitive quotes; monitoring the budgets and report on the performance of budgets on a monthly basis

Environment Control

- Prepare and maintain a school sustainability plan, ensuring the management of waste disposal and recycling processes, energy efficiency and other sustainability initiatives that promote the reduction in costs and carbon footprint.

- Negotiate and liaise with external agencies regarding removal of waste materials.

Transport

- Ensure that the school's mini buses and school van are up to date with MOT and Tax requirements and that safety checks of the school vehicles are undertaken weekly by the Premises Team

Any other duties commensurate with the grading of the post.

The management duties and responsibilities will be reviewed at least once a year, together with the job description and may be subject to modification after consultation with the post holder.

Working Conditions

- Majority of the time is based indoors in a normal office environment.
- When checking buildings, meeting contractors etc, work may be based outdoors so there is exposure to weather conditions

Physical Demands

- No physical effort is required on a day to day basis.
- May involve walking, standing and exerting minimal force/lifting light weight for brief periods of time.