

Job Description and Person Specification

Job title	Premises Manager
Reports to	Business Manager
Contract	Permanent
School	City Academy Whitehawk Whilst this is the main base for the role, cover may be required at Choose an item.
Location	Whitehawk Road, Brighton, BN2 5FL
Grade	Brighton and Hove School Support Staff NJC Pay Scale; Grade 6; SCP19 to 22
Hours	37 per week
Working weeks	All year round

Job description

Role purpose

To work proactively to provide an effective site managing service to the school, ensuring a high standard of cleanliness, maintenance and security resulting in a pleasant and safe learning environment for the pupils which facilitates high levels of educational standards. |Note: 'school' also includes the nursery.

Key tasks

- Maintain and secure the school premises, furniture and fittings to a high standard, including both reactive repairs and devising and managing the preventative maintenance programme
- Ensure that the site promotes pupil equality of access to opportunities to learn and develop
- Interpret information and resolve a range of problems proactively, flexibly and innovatively
- Advise the School Leadership Team on matters relating to site and buildings, promptly highlighting any issues that affects the safe operation of the school
- Actively support the use of the site, buildings and related resources by the community
- Undertake portering duties, such as moving furniture and equipment as required and in good time to support effective teaching and learning
- Liaise with contractors and outsourced service providers on all estimates and works, ensuring that a high-quality service and workmanship is received and that any disruption to the continuous operation of the school is minimised without delaying any required works
- Assist in the preparation of capital grant claims and asset management plans as required
- Maintain annual asset register, liaising with colleagues with financial responsibility and oversight as appropriate

- Prepare and maintain a premises expenditure budget, in association with colleagues with financial responsibility and oversight
- Provide a service that achieves best value, including, where appropriate, the undertaking of general maintenance tasks prior to contacting contractors
- Undertake regular site inspections, and taking action to ensure that the school site and buildings are clean and well maintained
- Ensure that all statutory and non-statutory testing, certification and evidence of adherence to legal requirements is up to date, ensuring remedial works are actioned promptly. Minimise the risk associated with control of legionella and management of asbestos
- To fully support periodic health and safety audits to monitor trust performance
- Create and maintain an annual fire risk assessment and undertake regular fire drills and alarm testing, with remedial works actioned promptly
- Manage the building management control systems to minimise energy usage at all times, including obtaining and providing meter readings
- Undertake regular playground equipment inspections to ensure the safety of pupils, and advise the Headteacher when equipment has been closed to use
- Ensure that the cleaning of the school is to a high standard, liaising with the cleaning contractor and/or school cleaning staff as required. This may require the job holder to undertake cleaning and/or stock replenishment duties on occasion
- Monitor, order and take delivery of appropriate supplies and equipment to ensure stock levels are adequate and ordered within an agreed budget
- Ensure deliveries are stored away promptly
- Be a key holder for the site, responsible for the routine and emergency opening and closing of the grounds, activating the alarm system if required to safeguarding the school and its assets
- Be a key holder for the school site, responding to:
 - Intruder alarm call-outs when the external 'out of hours key holder' is unable to attend. Liaise with the 'out of hours key holder' to determine if/when contractors should attend to conduct remedial work
 - Fire alarm call-outs together with the external 'out of hours key holder'
- Oversee health and safety of site related activities, ensuring premises related risk and COSHH assessments are up to date, carried out appropriately and policies followed
- Manage the authorised access and departure of all visitors to the school, including visitors arriving and departing the site outside of school hours
- Remain on site, where necessary, from the arrival of hirers and throughout any hiring or letting, to supervise safe use of the school facilities and equipment, together with cleaning and tidying up as necessary and to secure the premises at the end of the letting
- Liaise with all users of the school site (including lettings) in order to ensure that an excellent service to the user/s is provided
- Liaise with all hirers and relevant school staff, to ensure that all relevant documentation is completed prior to the hire, including but not limited to risk assessments, insurance, first aid, contracts, etc

Vehicles

- Maintain the school minibus (if applicable), carrying out weekly safety, cleanliness and general operation checks, including filling up the tank as required in accordance with school procedures
- Liaising with local garages as required to ensure the minibus is serviced regularly and that MOT's are carried out annually ensuring the legality and safety of all concerned

First Aid

- Be an appointed First Aider, assisting with visitors, staff and pupil first aid/welfare duties
- Update the Medical Tracker with pupil/staff information and monitor the system to ensure all incidents are being logged
- Complete accident reports as required
- Co-ordinate the agreed procedures for the administration of first aid, administration of medicines, use of the medical room and ensure that staff are trained in these procedures so that pupils are treated appropriately and effectively

Support of Colleagues

- Working closely with the Business Manager, role model and encourage in others a good health and safety culture
- Provide the health and safety induction training for all new staff, and provide refresher training as required
- Line manage other premises staff, including managing on a day-to-day basis, coaching and developing skills and attitudes and ensuring that all premises staff are fully trained, with accreditations kept up to date
- Work proactively and collaboratively with other members of the staff team

Self-Development

- Attend staff and team meetings as required
- Participate in training and other learning activities offered by the school
- Improve own practice, including through observation, evaluation and discussion with colleagues

Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times
- Assist in the preparation, and support the maintenance, of site related policies, including site access plans, premises evacuation etc
- Follow school procurement policies at all times
- Maintain an Operations Manual encompassing all equipment on site
- Follow all legislation and best practice relevant to your role
- Follow all school and Aurora Academies Trust policies, procedures and guidelines
- Ensure all relevant health and safety training is up to date to maintain appropriate competency to safely fulfil duties

Safeguarding and Child Protection

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
- All staff must comply with the school's Safeguarding Policy

- If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy
 - It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
 - A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)
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The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

Person specification

	Criteria	E = Essential D = Desirable	Assessed by A = Application C = Certificates I = Interview
Qualifications	IOSH qualification	D	C
	Premises Co-Ordinator trained	D	C
	First aid trained, or willingness to become so	E	C
Experience	Previous experience in a similar role	E	A
	Caretaking experience	D	A
	Experience of operating and maintaining security systems	D	A
	Experience of cleaning and cleaning management	D	A
	Experience of working with and managing contractors	E	A
	Experience of staff management	D	A
	Experience of managing a small budget	D	I
	Experience of establishing positive relationships with children and/or young people	D	I
	Experience of working as part of a team	E	A
Skills and abilities	Proven DIY skills	E	I
	Good numeracy, literacy, IT and communication skills	E	I
	Ability to problem solve proactively and positively	E	I
	Ability to remain calm and patient under pressure, whilst working to deadlines	E	I
	Ability to work effectively and supportively as a member of the school team	E	I
	Ability to work in an organised and methodical manner	E	I
Knowledge	Knowledge and understanding of health and safety regulations in a school setting	D	I
	Knowledge of COSHH guidelines	E	I
	Knowledge of building maintenance	E	I
Attributes	Commitment to acting in the best interests of the financial probity and reputation of the school	E	I
	Willingness to learn new techniques and methods in the execution of the work		

	Ability to work flexibly and out of school hours as required	E	I
	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I
	Model behaviour, attitudes and dress that set the best possible example to pupils	E	I
	Ability to carry out the physical requirements of the role, i.e., lift heavy objects, move bulky objects, carry objects some distance, work at height ascending and descending ladders etc	E	I
Other	Ability to maintain confidentiality on all school matters	E	I
	Ability to create and maintain an appropriate environment which ensures the safety of all users of the school	E	I
	Willingness to participate in further training and development opportunities offered by the school, Aurora Academies Trust and the county	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	E	I
	A commitment to the school's vision, values and ethos	E	I
	A commitment to Aurora Academies Trust vision, values and ethos	E	I