 A Catholic Academy for Arts & Science

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

**JOB DESCRIPTION**

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| **Title of post:** | **Premises Manager** |
| Purpose: | To manage all Premises and Cleaning staff across the school resolving issues quickly and effectively to maintain a safe, clean, secure and pleasant learning environment for students, staff and visitors.As part of the Premises team, to take responsibility for the maintenance and security of the site, ensuring a safe environment.To be responsible for site security, Health & Safety maintenance and lettings alongside the Senior Caretaker and Premises Team. |
| Responsible to: | Facilities Manager and Headteacher |
| Liaison with: | Facilities Manager, Headteacher, Premises Team, Cleaners |
| Working time: | Full time - 37 hours a week, 52 weeks a year (including additional hours at the weekend when required)Shift pattern to be confirmed for the successful candidate |
| Local Government Banding: | 7 (£32,115 - £37,938) |
| Disclosure Level: | Enhanced |
| Main Duties: | * Oversee contractors providing services to the school to ensure these are of the highest standard.
* Monitor the condition of the site buildings and grounds to ensure that appropriate standards are achieved.
* Responsible for all aspects of the school facilities and premises including safety and security of the buildings and grounds.
* To manage reading, recording and reporting of all metre readings as required.
* Monitoring utility usage and tracking action to reduce expenditure where appropriate.
* Implement all agreed policies in conjunction with the Facilities Manager.
* To be able to solicit quotations for work, raise purchase orders, engage contractors and ensure expenditure does not exceed available budgets.
* To complete the performance management cycle for the Senior Caretaker and Cleaning Supervisor.
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| Site Security: | * To assist the Senior Caretaker in keeping the school secure, including CCTV, entry systems and intruder and fire alarms, making sure these are set when the school is closed.
* To take responsibility for the safe custody of keys, signing issued keys in and out when required ensuring processes are followed.
* To ensure that arrangements are in place for the buildings to be locked and secure at the end of the day and unlocked in preparation for the day.
* To ensure that members of staff on duty patrols the building at least once each evening.
* To ensure all Caretakers are aware of security systems in place, have relevant training and are aware of escalation processes.
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| Health and Safety: | * To keep up to date with changes in relevant Health and Safety law, fire and building regulations, ensuring prompt compliance, implementation, monitoring and record keeping.
* Lead Health & Safety training for all new staff.
* Ensure all members of the site team follow Health & Safety procedures.
* Ensure the school complies with all current legislation in relation to site safety and facilities management including the maintenance of appropriate records
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| Premises Management: | * To regularly assess the condition of the building, reporting any defects and assessing the nature and extent of any repair work required.
* Record all small maintenance jobs that need to be done including painting, locks, joinery, simple plumbing, gas work and electrical testing of appliances, determine when these jobs need to be done and undertake these within the time and capabilities of yourself and the Premises team.
* To take responsibility for the ordering, receiving and storage of goods, maintaining an inventory of tools and premises equipment and furniture, fixtures and fittings ensuring sufficient materials are available to support emergency repairs.
* To keep under constant review the appearance and state of repair of the classrooms.
* Ensure that the premises are kept free from pests and vermin.
* To contribute to decisions regarding site development and be the point of contact for all contractors.
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| Ground Maintenance: | * To ensure the Premises team are maintaining the grounds to a high standard, undertaking rubbish removal, path clearance, weeding and tree and shrub pruning as and when required.
* To monitor the ground maintenance contract and ensure that it is performed to a high standard and to organise specialist grounds work as required.
* To monitor the perimeter of the boundaries with the Senior Caretaker and Facilities Manager at least once per term to ensure that all fences are safe and secure.
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| Lettings: | * To ensure the Senior Caretaker is maintaining the safe and efficient use of the site and carrying out appropriate induction for hirers, including fire evacuation procedures for all lettings.
* Ensure the Senior Caretaker informs you and resolves any issues as they arise and report any abuse of the letting system.
* To ensure the Premises Team set up facilities for hirers in accordance with the hire agreement, and that the area is left clean after use.
* To ensure there is an appropriate member of staff on site during letting in conjunction with the Senior Caretaker.
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| Other Specific Duties: | * To support the school in meeting its legal requirements for worship.
* To promote the school’s corporate policies.
* To continue personal development as agreed.
* To actively engage in the staff review and development process.
* To undertake any other duty as specified by the School Pay and Conditions not mentioned in the above.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date written, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:

……………………………………………………….. (Staff Member)

……………………………………………………….. (Line Manager)