



JOB DESCRIPTION

Job Title:	Premises Manager
Directorate:	Children and Young People
Division:	Schools
Grade:	HBC4
Responsible to:	Senior Premises Manager

MAIN PURPOSE OF THE JOB:

To be responsible the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school/site locations.

KEY DUTIES AND RESPONSIBILITIES:

- Maintain premises security such that key holding procedures are observed and that the premises remain as secure as is practically possible.
- Respond to and accurately record all callouts, liaising with the security force and police as appropriate and make the premises secure after break-ins.
- Monitor, operate and maintain appropriate site security systems including opening and closing the building at the beginning and end of a school day, lettings outside school hours and respond to call outs as necessary in order to provide satisfactory security arrangements.
- Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills.
- Undertake the role of Fire Marshal.
- Undertake the roll of First Aider
- Ensure the safe storage of materials covered by the COSHH regulations.

- Ensure stringent health and safety provision and adherence to safe working practice by all staff.
- Contribute to the completion of risk assessments of security risks to the designated multi school/site premises (grounds, premises and contents) including vandalism/arson.
- Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person.
- Ensure lights and other equipment are switched off as appropriate.
- Monitor and manage stock within agreed budget, cataloguing resources and undertaking audits as required.
- Assist in the safe and effective use of specialist equipment and materials.
- Undertaking portage of stock, furniture and equipment as required.
- Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.
- Responsible for the operation of a preventative planned maintenance programme and for routine inspections of designated buildings, fixtures, fittings, furniture, premise and grounds to access for minor work or repairs to be carried out to maintain safe and satisfactory conditions.
- Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.
- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
- Supervise and monitor the cleanliness of the designated school/site premise, liaising with the Cleaning Supervisor.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated multi school/site premises.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to facilities and feels valued, respecting their social, linguistic, religious and ethnic background.
- Contribute to the organisations ethos, aims and development/improvement plan.

- Work as part of a team appreciating and supporting the role of other people in the team.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Note: To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.

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 below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share in this commitment.

Prepared by:	
Job Title:	
Date:	
Date for Review:	