

Job Description



Job Title: Premises Manager (Schools Generic)
Directorate: Children and Family Services
Grade: Level 6 (Gauge Ref: N446)

Job Purpose

To be responsible for the security, maintenance and cleaning of the school.

Key Duties / Responsibilities

Key duties:

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required
2. Act as a designated key holder, providing out of hours and emergency access to the school site
3. Procure quotes for routine maintenance work on school premises
4. Contribute to the management of the premises budget
5. Be responsible for other site staff including cleaning staff and grounds persons
6. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
7. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
8. Arrange emergency repairs
9. Arrange regular maintenance and safety checks
10. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
11. Monitor materials and stock and/order supplies
12. Undertake general portage duties, including moving furniture and equipment within the school
13. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
14. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
15. Handle small amounts of cash for the purchase of materials to carry out repairs.
16. Ensure the operation and maintenance of specialised equipment following training, for example swimming pools and sports/theatrical equipment
17. Provide training on health and safety issues to other premises staff
18. Facilitate lettings and carry out associated tasks, in line with local agreements
19. Be a member of the School's Governing body's Premises Committee (full of Co-optee)
20. Be a member of the School's Health and Safety Committee
21. Any other duties appropriate to the post.

Person Specification

Job Title: Premises Manager (Schools Generic)

Directorate: Children and Family Services



Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Knowledge and expertise in minor maintenance and repair	✓		
Knowledge / skills in facilities equivalent to current national qualifications level 3 and supervisory experience	✓		✓