

JOB DESCRIPTION

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| JOB TITLE: | | ASSISTANT PREMISES MANAGER |
| GRADE: | SCP 10 - 14 | |
| LOCATION: | Moor Park High School and Sixth Form, Moor Park Avenue Preston, PR1 6DT | |
| CONTRACT: | 25 hours per week – Monday to Friday – 1.00pm – 6pm Full year – 52 weeks There will be a need for flexibility around these hours i.e. open evening, parent’s evening, holiday cover. Permanent This is a full year post and therefore offers the option of taking some holidays within term time. | |
| RESPONSIBLE TO: | School Business Manager under the day to day supervision of the Premises Manager | |
| STAFF RESPONSIBLE FOR: | Not Applicable | |
| JOB PURPOSE: | The main objectives to be achieved by the Postholder | |
| <p>To maintain the school buildings and grounds to the highest possible standard, ensuring a safe environment for pupils, staff and visitors. To support the Premises Manager in all areas of health and safety and premises related duties and to deputise in the absence of the Premises Manager.</p> <p>Monitoring and supervision of contract cleaning work liaising with the contract cleaning company in order to ensure standards are maintained at a high level.</p> <p>Under the general guidance of the Premises Manager, to contribute to the smooth running of the School by carrying out a range of duties to the agreed quality standards, including security and supervision of the site and related equipment, and other duties including portorage, cleaning and maintenance.</p> | | |
| <p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts</p> <p><u>Security and Contract Monitoring</u></p> <ul style="list-style-type: none">• To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s).• Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.• Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Premises Manager/School Business Manager of their presence.• Dealing with contractors visiting site, ensuring health and safety is always maintained, work is satisfactory and that all procedures in relation to safeguarding are adhered to.• Monitor compliance and supervise the cleaning contract, reporting and resolving any issues in relation to non-compliance by liaising with appropriate personnel.• Liaison with Premises Manager in respect of compliance with the cleaning contract.• Monitor compliance and supervise the grounds maintenance contract, reporting and resolving any issue by liaising with appropriate personnel.• Liaison with Premises Manager in respect of compliance with the ground’s maintenance contract. | | |

Caretaking and maintenance

- Undertaking cleaning of allocated area(s), if appropriate.
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available, and a safe system of work has been defined in accordance with health and safety requirements, if appropriate.
- Washing and cleaning of diffusers and replacing bulbs/tubes. (If this involves work at a high level – comments relating to equipment apply detailed above.
- Monitoring the standards of cleanliness of the premises and furnishings liaising with appropriate personnel.
- Drawing the attention of the appropriate authorities via the Premises Manager/School Business Manager to any repairs or maintenance work required at the premises.
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including: -
 - basic plumbing work – e.g. repairing a leaking pipe, unblocking sinks, simple installation work, such as plumbing in a new tap, or replacing washer etc;
 - minor maintenance of the heating system e.g. bleeding radiators;
 - minor repairs to school furniture, sports and classroom equipment;
 - painting and decorating as appropriate;
 - plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
 - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window-panes or double-glazed units or windows at a high level or glass covered by safety glazing regulations;
 - minor gardening duties (including tidying, flower beds, weeding etc) excluding application of weed killers.
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Taking delivery of materials and other goods and conveying them to their points of distribution.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, CCTV, water checks, checking batteries, automatic pumps and areas subject to flooding, school yard/grounds safety, maintaining records as required.
- Responsibility for heating and air-conditioning plant – daily checks, reporting of faults, liaising with contractors and ensuring services are carried out on time in accordance with Statement of Compliance requirements.
- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Health and Safety

- Support all aspects of health and safety and risk management relating to the school and advise the Premises Manager as appropriate.
- Assist the Premises Manager in the health and safety audits including annual checks of buildings and grounds, fire safety.
- Assist the Premises Manager in relevant health and safety training as required.
- Conduct and report findings to Premises Manager on daily/weekly basis of health and safety inspections of the school.
- Know about risk assessments as required ensuring that they are recorded and distributed accordingly via the Premises Manager.
- Monitor and implement the requirements of health and safety at work legislation.
- Maintain a safe environment for all pupils, staff and visitors.

Other duties

- Deputise in the absence of the Premises Manager.
- Assist the Premises Manager in identified planned and reactive maintenance in school.
- Responsibility for the upkeep of the minibus ensuring all policy and procedure are followed.
- Maintain up to date driver details in relation to minibus ensuring compliancy.
- Responsibility and accountability for small agreed budgets i.e. School Cleaning and Hygiene.
- To undertake first aid duties and provide first aid support when required.
- Planning of own workload.
- Undertake risk assessment where relevant with support of the Premises Manager.

General

- Carry out banking duties as needed.
- Organise refreshments for Governors meetings.
- Regularly set up and remove furniture e.g. exams and daily assemblies.
- Distribute and relocate equipment and incoming goods.
- Occasional collection of miscellaneous provisions away from school premises, where reasonable.
- At all times to carry out the duties in accordance with school-based policies and health and safety procedures, including risk assessment.
- Other such reasonable duties as determined by the Headteacher or School Business Manager consistent with the grade of the post and the experience of the post holder.

Other Information

The above range of duties is not exhaustive but should be interpreted as generic guidelines of the range of duties to be undertaken. Other duties at the same level and of a similar nature may be interchanged or added to the list at any time following consultation and as the needs of the school dictate. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to take part in the appraisal process and attend appropriate skills training/performance development as required.

Employees are expected to work within school policies and procedures.

Employees are expected to support the ethos of the school.

Employees are expected to be aware of the confidential nature of issues related to home/pupil/ teacher/schoolwork in line with Child Protection, Safeguarding and GDPR.

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

Employees are expected to adhere to the standard dress code presenting a professional image to students, parents, governors and the wider community.

Valuing Diversity – to accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the school.

Equal Opportunities - we are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Customer Focus - we put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Health & Safety - all employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment - this school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance - good attendance enhances the service delivered by school, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ Date _____

Signature of School Business Manager _____ Date _____