

## JOB DESCRIPTION

JOB TITLE:		PREMISES MANAGER		
<b>Grade:</b>	SCP 26-28			
<b>Location:</b>	Moor Park High School and Sixth Form Moor Park Avenue, Preston, PR1 6DT			
<b>Contract:</b>	Permanent 37 hours per week – Monday-Friday This is a full year post and therefore offers the option of taking some holidays within term time. (Holidays need to be agreed in advance with the School Business Manager) 8.00 am to 4.00 pm (Monday – Thursday) 8.00 am to 3.30 pm (Friday) There will be a need for flexibility around these hours i.e. open evening, parent's evening, holiday cover. Lunch – 30 mins			
<b>Responsible to</b>	School Business Manager under the day-to-day line management of the ICT Systems and Facilities Lead			
<b>Staff responsible for</b>	2 x Assistant Premises Manager			
<b>Job Purpose:</b> To maintain the school buildings and grounds to the highest possible standard, ensuring a safe environment for pupils, staff and visitors. To be responsible for all Health and Safety issues in school. To work in liaison with the School Business Manager and the ICT Systems and Facilities Lead to develop and improve the school building and resources.				
<b>What the Postholder will actually do</b> <b>MAIN ACTIVITIES</b> <b>What prescribed duties the postholder will have</b>				
<b>Estates Management</b> <ul style="list-style-type: none"> <li>• Train, develop and line manage premises staff</li> <li>• Security of school and site</li> <li>• Manage property maintenance budgets</li> <li>• Provide annual buildings development plans in liaison with the School Business Manager and ICT Systems and Facilities Lead</li> <li>• Produce written reports for the governors</li> <li>• Liaise with School Business Manager in relation to school letting requests</li> <li>• Management and security of keys</li> <li>• Respond to calls outside normal working hours as a result of break-ins etc. and/or the setting off, of the intruder alarm(s)</li> <li>• Provide access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations</li> <li>• Management and record keeping of all premises and Health and Safety systems within school in line with LCC and school policies and procedures</li> <li>• Management of school site and buildings, checking for damage and vandalism</li> <li>• Management of heating system and energy conservation, pursuing energy management issues and legislation</li> <li>• Management of general repairs to the school fabric where qualified/trained (painting, joinery, glazing etc)</li> <li>• Manage the procurement process for facilities, including securing appropriate maintenance and service contracts, licences and insurance</li> <li>• Liaise with Lancashire County Council or Service Contractors, as appropriate</li> <li>• Oversee the management of the school minibus ensuring that appropriate records are kept, it is always maintained, that its use is authorised in advance and that it is used for the correct purposes. Ensure all staff are correctly qualified to drive the minibus and that arrangements are</li> </ul>				

- made for the training of new members of staff who wish to drive the minibus
- Oversee the monitoring of both the cleaning and grounds contracts.
  - Requisition of consumables ensuring best value always.
  - Review use of contractors and Service Level Agreements to ensure best value is achieved
  - Oversee the operation and compliance of the school's CCTV and access control systems, working closely with the ICT Systems and Facilities Lead to ensure adherence to GDPR requirements.
  - Liaison with ICT Systems and Facilities Lead to ensure CCTV fits the need of the school
  - Undertake CCTV installation and maintenance with support from the ICT Systems and Facilities Lead
  - Responsibility for ensuring site cover during term time and holiday periods
  - Liaising with Preston City Council in relation to the use of Moor Park for PE

#### **Health and Safety/Risk Management**

- Coordinate and manage all aspects of health and safety and risk management relating to the school and advise the SBM, Headteacher and Governing Body as appropriate
- Conduct and report findings of regular health and safety inspections of the school
- Lead on providing advice to school on all aspects of health and safety and risk management relating to school activity on the premises
- Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved
- Carry out risk assessments as required ensuring that they are recorded and distributed accordingly
- Ensure all risk assessments are reviewed every 3 years (unless legislation changes) and the information is shared with all staff electronically
- Take responsibility for the safety and safe working practice of all contractors on site ensuring the Contractors Policy is adhered to at all time
- Ensure contractors comply with DBS requirements and the school's Contractors Policy
- Access the School Portal to ensure compliance with LA directives and updating of Statement of Compliance
- Ensuring all checks in relation to site security, site safety, emergency evacuations, lockdown, fire safety, legionella, electrical tests, gas tests etc are undertaken in a timely manner and documented
- Monitor and implement the requirements of the health and safety at work legislation
- Implement risk management and loss prevention strategies in school
- Management and record keeping of all statutory policies and procedures in relation to premises and health and safety
- Review all site and health and safety related policies annually
- Maintain a safe environment for all pupils, staff and visitors
- Carry out annual workplace audit of the whole school, produce report and ensure issues are dealt with as soon as possible
- Responsibility for ensuring all site staff have appropriate training and PPE to undertake their roles and operate machinery and that refresher training is sourced and provided in good time
- Oversight of first aid record keeping and reporting in liaison with the Pupil Health and Welfare Officer.
- Liaise with Pupil Health and Welfare Officer in relation to provided reports for governors
- Actively seek ways to reduce and improve services whilst consideration for the environment is respected

#### **Other Duties**

- Key and access control of premises/site
- Regularly set up and remove furniture e.g. exams and daily assemblies
- Planning of own workload
- Distribute and relocate equipment and incoming goods
- Organise refreshments for Governor/school meetings
- 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 Postholder

### **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 \_\_\_\_\_