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**JOB DESCRIPTION – Premises Manager**

Job title: Premises Manager

Salary: Scale 4 - £24,279 per annum

Contract: Permanent, all year round (part-time contract will be considered)

Hours: Full-time 36 hours per week (split day/working hours to be agreed)

(Actual hours worked during school holiday periods to be negotiated with the Headteacher dependent on school needs)

Responsible to: Headteacher and Deputy Headteacher

Line manager: School Business Manager

**MAN PURPOSE OF THE JOB**

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, porterage, health and safety, monitoring contracts and contractors, routine maintenance and refurbishment, minor repairs, advising the Headteacher on suggested improvements to the general school environment to improve the productivity of site management, and to carry out pre-planned maintenance programmes.

**GENERAL RESPONSIBILITIES**

• To ensure that the management and maintenance of the school buildings and environment are effectively undertaken;

• To be responsible for the health and safety of the site;

• To undertake repairs and maintenance projects;

• To ensure that the changing needs of the school are met through appropriate training and development;

• To delegate tasks as appropriate to outside contractors, ensuring health and safety regulations are strictly adhered to;

• To monitor the performance of the cleaning contractor and liaise with the area manager to ensure a clean, tidy and hygienic school environment.

**SPECIFIC RESPONSIBILITIES**

**Premise Management**

• To monitor the day to day maintenance and repairs and cleanliness of the school site;

• To attend the Governors’ Resources Committee meetings when required;

• To advise on a rolling programme of redecoration and refurbishment;

• To order (in conjunction with the Headteacher and School Business Manager), project manage and supervise repair and maintenance projects and premises improvement schemes carried out by outside contractors, whilst ensuring best value for money is received;

• To assist the Headteacher to prepare documentation for tenders or specifications of small to medium projects when required;

• To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies;

• To carry out regular inspections of the premises, grounds and equipment and to maintain accurate manual and electronic records (school IT system) where appropriate;

• To monitor work requests on the premises ensuring that day-to-day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.

**Security**

• To be responsible for the security of the premises, liaising with London Borough of Wandsworth/Security SLA/Police and other emergency services in this respect as necessary;

• To be responsible for unlocking and locking the school during term-time and for the unlocking and locking of the school during school closure periods;

• To ensure that, during school closure time, all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly;

• To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms;

• To ensure that the fire call points, intruder alarms and emergency lighting systems are tested weekly and results recorded;

• To monitor, report and advise the Headteacher on all security matters;

• To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment, as necessary, for the smooth operation of both school functions and outside lettings.

• To act as main key holder for the school on call-outs

**General Premises Duties**

• To set and monitor the school heating and hot water systems;

• To take energy readings on a monthly basis and report them to School Business Manager;

• To ensure the school premises and grounds are kept clean and tidy to create environment conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.;

• To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards;

• To ensure the school sports hall floor is kept clean and polished;

• To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils;

• To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming;

• To ensure that, when required, orders received into school are delivered to the appropriate area / person and delivery notes checked;

• To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded;

• To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly;

• To maintain stage and drama equipment, including stage lighting;

• To ensure PAT testing is carried out annually and keep accurate records;

• To ensure all indoor and outdoor plants are adequately watered during school closure periods;

• To undertake minor window cleaning as required;

• To collect and dispose of all waste, refuse and surplus materials;

• To clear up bodily fluids after accidents adhering to health and safety procedures;

• To carry out emergency cleaning if required.

**Health and Safety**

• To ensure that all working practices comply with current legislation;

• To maintain detailed and accurate electronic and paper testing an the health and safety records ;

• To provide safe access to the school in the event of snow, ice or flooding;

• To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc;

• All duties to be carried out in compliance with the Health and Safety at Work Act, nationally and locally agreed Codes of Practice, which are relevant and the School’s Health and Safety Policy and Procedures.

**Administration**

• To maintain the school’s equipment and plant inventory;

• To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained following the school ordering procedures;

• To order repairs and maintenance items in liaison with the School Business Manager;

• To maintain manual and electronic (on school IT systems) logs of all inspections and checks carried out;

• To establish and maintain a list of repairs and improvements;

• To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept;

• To maintain all tools and equipment in good repair and arrange for the training on their safe use;

• To ensure mechanical equipment is inspected prior to each use;

• To ensure power tools are inspected before use and are PAT tested as required;

• To assist the Headteacher with obtaining tenders and quotes;

• To carry out regular Health and Safety inspections and Risk Assessments on his/her own or with the Headteacher.

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team