**RAVENSTONE PRIMARY SCHOOL**

**JOB DESCRIPTION**

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| POST | Premises Manager |
| GRADE | Scale 5 SCP 12-15 |
| CONTRACT | Full Time – All Year Round |
| RESPONSIBLE TO | Head of Estates |
| REPORTS TO | Ravenstone Office Manager |

**CONTEXT**

Ravenstone is a distinctive inner-city primary school situated in the heart of Balham, southwest London. We are committed to supporting children to meet their full potential in the heart of the community. Everything we do is under pinned by our school values: **Happy, Kind, Honest, Creative, Determined, and Respectful**.

**PURPOSE OF THE ROLE:**

The Trust’s Premises Team are responsible for ensuring the effective and efficient operation of its schools in regard to maintenance, security, cleanliness, and safety.

In addition to the role’s standard tasks and responsibilities the role holder will, on a daily basis, liaise with the school office to ensure the site is ready to provide the best educational environment for its staff and children.

The role is central to the delivery of a safe, secure, and inspiring educational environment and the Site Manager role requires a reliable, proactive, and committed person who can work as part of a friendly and professional team.

## KEY RESPONSIBILITIES AND TASKS:

To ensure that the school is an inviting and purposeful learning environment that allows children to reach their potential while inviting all visitors to feel inspired and welcomed at all times. To perform duties which deliver a high-quality day-to-day operation and maintain the fabric, furnishing and equipment of the school in line with the Trust’s policies - to include:

* 1. To take a lead role in the planning, development, design, organisation and monitoring of all systems and procedures relating to the school site.
  2. In conjunction with the Headteacher and the Office Manager, to ensure that Health & Safety remains a daily priority throughout the site, taking appropriate action as necessary.
  3. To carry out daily site inspections before children and parents arrive on site, dealing immediately with any issues that arise.
  4. To carry out the necessary procedures in the event of fire, flood, breaking and entering, accidents, or major damage.
  5. To act as a lead Fire Marshall and to be an integral part of the site’s critical incident response processes.
  6. To assist in the monitoring of all premises contracts ensuring the delivery of the standards laid down in such contracts and reporting any material concerns.
  7. To be the main point of contact for all contractors, ensuring suitable and sufficient safety measures are in place and that good communication has taken place to ensure activity causes minimal disruption to the school.
  8. To carry out any urgent cleaning duties during the school day, e.g. removal of body fluids, broken glass, flood damage etc. and cleaning of areas for use by outside agencies during the school day.
  9. To ensure communal facilities are well stocked and fit for purpose throughout the day.
  10. To move and distribute furniture, equipment and stores as required, assisting in checking, recording and distribution of deliveries.
  11. To set up venues for assemblies and meetings as needed.
  12. To ensure the requirements of maintenance systems are kept up to date in terms of the timely organisation and recording of all planned preventative maintenance activity and subsequent remedial work.
  13. To regularly inspect the site and complete the appropriate standard proforma in line with Trust policy (security systems, working at height, COSHH, asbestos, water systems, doors and windows, roofs) and to report, and where appropriate, escalate any noted defects.
  14. To produce and review risk assessments as required under the Trusts Health and Safety, and Premises Management policies.
  15. To ensure all restricted areas (plant rooms, risers, electrical intake) are kept clear, clean and safe at all times.
  16. To undertake weekly testing of the fire alarm system and record those tests as per policy.
  17. To carry out minor decoration and maintenance to the building fabric and furnishings with appropriate tools and equipment and further training when necessary.
  18. To undertake all required role specific training and wider Trust training as appropriate.
  19. To assist in the preparation of documentation for tender or specification of small to medium projects and ensure compliance with the CDM regulations.
  20. To be responsible for operating boiler and ventilation systems and ensuring that they are properly controlled to optimise energy efficiency.
  21. To assist the school in maximising revenue from lettings and ensuring the site is prepared for any external use in liaison with the school office.
  22. To assist the Head of Estates in developing appropriate revenue and capital budgets to facilitate the school improvement plans of the Headteacher and the wider Estates Strategy.
  23. To manage the flow of work requests to ensure appropriate communication and resolution as per agreed response times.
  24. To assist the Head of Estates to maintain and manage the school’s asset registers to ensure continuity of information in terms of decommissioning, tagging, and life cycle replacement.

This job description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed. Such variations cannot of themselves justify a reconsideration of the grading of the position. Please note that the role may require occasional out of hours work or weekend attendance to help manage projects or lettings activity.

GENERAL RESPONSIBILITIES:

a) To comply with the Trust’s Health and Safety policy at all times, ensuring issues are raised or reported as required to senior management or Health and Safety representatives.

b) To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

c) To be fully aware and understand the duties and responsibilities pertaining to the Children’s act 2004 in relation to child protection and safeguarding children and young people.

d) To be aware of the principles of safeguarding as they apply to vulnerable adults.

e) To be aware of and support difference and ensure equal opportunities for all.

f) To play a full part in the life of the school community, to support its ethos and to encourage students, staff, and colleagues to do the same.

g) To engage actively with the performance review process and take responsibility for personal development

h) To undertake any other premises duties to comply with any reasonable request commensurate with the role

CONDITIONS OF SERVICE:

1. Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.
2. Because this post allows substantial access to children, candidates are required to undergo an enhanced DBS (Criminal Records Bureau) check.

Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Person Specification**

# **Premises Manager**

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|  | **Essential** | **Desirable** |
| ***Qualifications*** |  |  |
| *Maths and English GCSE or equivalent* |  | ✓ |
| ***Experience*** |  |  |
| Experience of managing site services in a school or similar establishment |  | ✓ |
| Experience of managing contractors or contracts |  | ✓ |
| Experience of site maintenance competences (trades) | ✓ |  |
| **Skills** |  |  |
| Experience of using Outlook, Word and other IT packages | ✓ |  |
| Excellent organisational skills |  | ✓ |
| Electrical and/or plumbing and/or carpentry skills/certificates |  | ✓ |
| Training in relevant H&S areas (asbestos, fire safety, etc) | ✓ |  |
| An appreciation of carbon reduction |  | ✓ |
| ***Ability*** |  |  |
| Ability to undertake risk assessments | ✓ |  |
| Ability to draw up a schedule of tasks | ✓ |  |
| Ability to communicate effectively orally and in writing with staff at all levels and outside agencies | ✓ |  |
| Ability to direct the work of others as appropriate | ✓ |  |
| Ability to interact in a positive way with primary age children their families/carers | ✓ |  |
| Ability to maintain confidentiality at all times | ✓ |  |
| Ability to manage own work load effectively | ✓ |  |
| Ability to respond swiftly and effectively to the unexpected | ✓ |  |
| **Knowledge** |  |  |
| Knowledge of Health and Safety Legislation | ✓ |  |
| Knowledge of Equal Opportunities | ✓ |  |
| Knowledge of safeguarding legislation and practice within schools |  | ✓ |