**Central Lancaster High School Recruitment**

**Job Description**

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| **Post:** | **Premises Manager** |
| **Responsible to:**  | School Business Manager |
| **FTE Salary Range:** | Grade 7: SCP 19-25 (£29,777 - £33,945) Pay award pending |
| **Actual Salary** | £29,777 - £33,945 |
| **Weekly Hours** | 37 Hours |
| **Paid Weeks per Year:** | Full Year  |
| **Hours of Work** | Flexible  |
| **Start Date:** | As soon as possible |

**Overview**

* To support the school in its primary function of teaching and learning
* To organise and manage the facilities, taking the lead on all site related matters and reporting to the Buildings and Grounds Committee
* To contribute ideas and strategies and provide an active input in relation to all matters concerning the facilities
* To report regularly to the School Business Manager
* To be a member of the Health and Safety team and be a member of the Governors’ Buildings and Grounds/Health and Safety Committee.

**Main Duties of the post**

**Security**

* To be responsible for the security of the site, act as key holder and carry out security procedures for the buildings and grounds. The routine and non-routine opening of the site and grounds. Responding to calls outside normal working hours as a result of break-ins and/or the setting off of the burglar alarm
* To provide access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.

**Supervision**

* To organise and manage the work and the hours of work of the site team, to ensure the school has cover when required
* To induct new site staff
* To plan own work and that of the premises staff
* To provide/arrange the appropriate induction and training of site supervisors
* To monitor the progress of the site team and identify appropriate training and development opportunities for team members to increase the effectiveness of the function

**Facilities Management & Development**

* To direct and monitor the work of the site staff, to ensure that the school buildings and premises are kept to a high standard of cleanliness and repair and are safe for staff, pupils and visitors
* To assume initial responsibility for the resolution of all site-related issues, to identify and prioritise maintenance requirements, and prepare and organise annual maintenance programmes
* To manage and monitor the school’s cleaning contract
* To set up and monitor Service Level Agreements for all statutory inspections and servicing, ensuring the Academy achieves best value
* To be responsible for relevant premises-related budgets, including Maintenance, Cleaning Supplies, and Statutory Compliance
* In accordance with any existing Service Level Agreement, draw up or assist in the drawing up of site maintenance plans and specifications for work to be undertaken by contractors and arrange for works to be undertaken
* To monitor and manage the progress of projects involving outside contractors
* To manage internal development projects, sourcing relevant contractors and supplies, ensuring best value and statutory compliance
* To ensure that all premises equipment is in a safe and working condition and arrange for its repair as appropriate
* To arrange for the site staff to carry out first-line repairs and minor works which are not beyond the competence of the staff concerned.

**Other Duties**

* To manage the out of school hours letting of the school premises
* To maintain an inventory in respect of equipment
* To carry out an annual check of equipment against the inventory
* To investigate opportunities for recycling of the school’s waste
* To involve pupils and staff in constantly seeking ways of improving the working surrounding and of managing the premises in a more efficient and cost-effective way.

**Health & Safety**

* To ensure implementation and compliance with appropriate codes of practice throughout the school in relation to premises in liaison with the Health and Safety Committee for the school
* To monitor the appropriate Health and Safety procedures in use in the school and report any issues to the Health and Safety Committee
* To attend meetings of the Health and Safety committee and consult with governors on matters relating to the premises
* To undertake regular testing of the school burglar and fire alarm system and to maintain appropriate records in relation to this.

**General**

* To fully participate in the school’s appraisal scheme and undertake relevant training, where appropriate
* To contribute to the wider success of the facilities function within the Bay Learning Trust, sharing ideas and best practice.

The duties may be varied by the Headteacher to meet changing requirements at a level appropriate to the post.

In addition to the above duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site posts.

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

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.

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 Health and Safety policy.

**Person Specification**

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|  | **Essential (E) or Desirable (D)** |
| **Qualifications** |
| Full driving licence  | E |
| The equivalent of an NVQ level 3 qualification in a skill or trade  | D  |

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| **Experience** |
| Experience of managing staff | E |
| Experience of practical maintenance activities in a professional capacity | E |
| Experience of facilities compliance and appropriate codes of practice | E |
| Experience of writing maintenance programmes | D |
| Experience of planning and programming work | D |
| Experience or writing specifications | D |
| Experience of managing contractors | D |

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| **Knowledge / Skills / Abilities** |
| Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard | D |
| Specific skills in a trade e.g.: plumbing, joinery, basic electrical/mechanical engineering alongside well developed skills of basic maintenance. | E |
| Ability to diagnose problems and provide solutions | E |
| Knowledge of maintenance requirements of large buildings | E |
| Ability to carry out basic repairs and maintenance | E |
| Ability to organise and manage a team | E |
| Flexibility and adaptability | E |
| Ability to work in an organised and methodical way | E |
| Time management skills | E |
| Knowledge of Health & Safety legislation and relevant codes of practice | E |
| Knowledge of processes for engaging contractors | D |
| Ability to lift and move heavy weights on a regular basis | E |
| Ability to use power tools and equipment relevant to the role | E |
| Ability to motivate staff | E |
| Good IT skills | E |
| Good numeracy skills | E |
| Can do attitude | E |

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| **Other** |
| Commitment to safeguarding and protecting the welfare of children and young people | E |
| Willingness to work when required outside of core hours | E |
| Willingness to respond to emergency callouts | E |