



Job Description – Premises Manager

Employment details

Job title:	Premises Manager
Reports to (job title):	Headteacher, Senior Leadership team, School Business Manager
Hours of work:	25 hours per week/5 days per week
Level and scale point:	Scale pt. 7.

The information given on this job description is intended to provide an understanding and appreciation of the workload of this particular job and its purpose within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Our Vision

At Queensgate Foundation Primary we:

- ❖ Develop a love of learning through a wide variety of experiences and opportunities in a safe, stimulating atmosphere
- ❖ Create independent learners who reach their full potential
- ❖ Have happy, confident and resilient people
- ❖ Have high standards of achievement and behaviour
- ❖ Are at the heart of the community

Job Purpose

Major Tasks	➤ Promote equality as an integral part of a role and treat everyone with fairness and dignity
Security	<ul style="list-style-type: none"> ➤ Lock / unlock school buildings and areas. ➤ Undertake regular security checks and identify security risks. ➤ Monitor fire safety equipment and carry out fire drills.



	<ul style="list-style-type: none">➤ Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.➤ Provide emergency access to the school site.➤ Monitor CCTV or surveillance equipment where appropriate.➤ Liaise with police, security and surveillance contractors where necessary
Maintenance	<ul style="list-style-type: none">➤ Undertake appropriate repairs e.g. redecorating and fixing.➤ Undertake minor / simple repairs e.g. minor plumbing, changing light bulbs unblocking drains.➤ To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is excellent, as per specific schedule.➤ To organise and carry out minor decoration programme as agreed with the Headteacher/SBM.➤ To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Headteacher/SBM➤ To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions. Including keeping records through the school's Every system.➤ Operation and maintenance of heating plant and lighting systems.➤ To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.➤ Undertake regular site inspections and identify and record repair and maintenance requirements, according to premises schedule held on Every system.



	<ul style="list-style-type: none">➤ Identify defects and record repair and maintenance requirements.➤ Collect and assemble waste for removal.➤ Undertake emergency and specialist cleaning tasks.➤ Undertake cleaning duties such as graffiti removal, litter picking.➤ Provide emergency access to the school site.➤ Co-ordinate deliveries to the school site.➤ Monitor performance of contracts and record performance against specified standards.➤ Liaise with contractors and undertake client role in connection with premises-related contracts.➤ Co-ordinate work of cleaning staff.➤ Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained throughout the premises.➤ Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.➤ Undertake regular checks and cleaning of mini-bus, ensuring it is safe for use.
Key Activities – Resources	<ul style="list-style-type: none">➤ To advise the Headteacher on matters relating to energy control and conservation.➤ Contribute to planning, development and organisation of systems, procedures and policies.➤ Be responsible for maintaining records, information and data, producing analysis and reports as required.➤ Create and maintain a purposeful, orderly and productive working environment.



	<ul style="list-style-type: none"> ➤ To assist in safety audits of the premises and contribute to relevant risk assessment activity. ➤ Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.
<p>Key Activities – Organisation and Supervisory</p>	<ul style="list-style-type: none"> ➤ Demonstrate and assist in the safe and effective use of specialist equipment/materials. ➤ Porter duties e.g. moving furniture and equipment. ➤ Assisting in management and operation of lettings system. ➤ Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required. ➤ Direct / supervise cleaning and / or site staff and ensure cleaning is in accordance with specification ➤ Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher. ➤ Liaise with the line manager and attend meetings as required. ➤ Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.
<p>Responsibilities</p>	<ul style="list-style-type: none"> ➤ Comply with health and safety policies and procedures at all times. ➤ Promote and ensure the health and safety of pupils (staff and visitors) at all times. ➤ Be aware of and comply with policies and procedures and training relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. ➤ Contribute to the overall ethos / work / aims of the school.



- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Ensure health and safety policies and procedures are complied with at all times.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment, which supports equal opportunities.

Generic quality statement: Queensgate Foundation Primary School expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding – Queensgate Foundation Primary School is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety – Queensgate Foundation Primary School has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to Queensgate Foundation Primary School's IT system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the post holder it is liable to variation by management to reflect or anticipate changes to the job.



Queensgate Foundation Primary School