



Calday Grange Grammar School

Job Description

Premises Manager	
Scale	Pay Band H
Accountable to:	Academy Business Manager
Responsible for:	Premises Team and Cleaning Supervisor
Job Purpose	
<p>Support the Academy Business Manager by taking responsibility for the management of the designated multi school (site) grounds and premises including the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment.</p> <p>Line Management of premises staff including but not limited to their deployment and performance management.</p> <p>Oversee external contractors working on the designated multi school (site) grounds and premises and liaise with external bodies, such as health and safety as required.</p> <p>Take responsibility for the project management of small improvement and maintenance schemes of work as and when required.</p>	
Principal Duties and Responsibilities	
<p>Security and Safety</p> <ul style="list-style-type: none"> Supporting the Academy Business Manager, take responsibility for the completion of appropriate risk assessment of security risks to the designated multi school (site) premises (grounds, premises and contents). Arrange for security checks to be undertaken and advise on how security risks can be minimised. Implementation of effective shift planning, to ensure there is always a member of the premises team present on site whenever the school is open. Maintain premises security such that key holding procedures are observed and that all premises remain as secure as is practically possible. Respond to, and accurately record all call outs, liaising with the relevant agencies as appropriate and make the premises secure after break-ins. Manage fire safety equipment provision and Lockdown Policy. Scheduling of fire and emergency evacuation drills and review. Take responsibility for designated role during fire evacuation procedures as per fire evacuation policy. Responsible for the safe storage of materials covered by the COSHH regulations for the multi school (site) premises. Ensure stringent health and safety provision and adherence to safe working practice by all staff. <p>Utility Management</p> <ul style="list-style-type: none"> Manage the prevention of waste throughout the designated multi school (site) grounds and premises. Reduce and manage energy and water consumption throughout the designated multi school (site) grounds and premises. Ensure that potential leaks are identified and isolated quickly. <p>Porterage</p> <ul style="list-style-type: none"> Manage and control cleaning materials and equipment including the ordering, storage and distribution to appropriate personnel. Undertake porterage of stock, furniture and equipment as required. 	

- Be responsible for the timely and accurate preparation and use of specialist equipment/resources/materials.
- Be responsible for the management of stock within an agreed budget, cataloguing resources & undertaking audits as required.

Project Management

- Project manage small improvement and maintenance projects, as directed by the Headteacher, Deputy Headteacher – Internal Community or the Academy Business Manager.
- In support of the Deputy Headteacher – Internal Community and/or the Academy Business Manager plan, manage and undertake maintenance projects, e.g. the Summer Works Plan.

Maintenance

- Responsible for the schools site management software – iAm Compliant, ensuring that the premises team resolve tickets in a timely manner and that maintenance checks are completed and recorded as required.
- Implement and manage a preventative planned maintenance programme including routine inspections and checks (daily/weekly/monthly etc. as appropriate) of the designated buildings, fixtures, fittings, premises and grounds
- Use the maintenance programme to assess for minor work or repairs to be carried out to maintain safe and satisfactory conditions.
- Report and resolve all structural, fabric, furnishings, fixtures and equipment defects.
- Responsible for the completion of minor/simple repairs as required, e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.
- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
- Monitor the cleanliness of the designated multi school premises, liaising with the Cleaning Supervisor on a daily basis.
- Ensure the designated multi school (site) grounds and premises are maintained and presented to a high standard at all times.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated multi school (site) grounds and premises.

Support for the School

- Responsible for managing Health and Safety risk assessments and dissemination to ensure compliance with health and safety policies and procedures. This includes liaison with the appointed officers.
- Support and liaise with the Academy Business Manager with school projects.
- Support the Chief Financial Officer & Procurement Manager with tender and quotation processes.
- Complete all necessary administration, submitting information as required to the Senior Leadership Team to aid decision making.
- Provide essential support for extracurricular activities as and when required, including outside of the school day.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the organisation's ethos, aims and School Improvement Plan.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required and requested.
- Undertake personal development through training and other learning activities as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Assist in the induction of other support staff as required.

Line Management responsibilities

- Manage the premises team on a daily basis and coordinate the premises function to ensure team effectiveness.
- Delegate tasks appropriately, and ensure the smooth running of the department and site.
- Maintain operational effectiveness by adequately staffing the department during term time, after school events and school holiday periods.

- Efficient time and task management of the Premises Team and the Cleaning Supervisor, ensuring high levels of productivity.
- Ensure that site checks and maintenance logs are accurate and maintained.
- Be the point of contact for the Daytime Cleaners.
- Management of central liaison point and deployment of resources.
- Manage and where appropriate authorise all relevant administrative procedures related to the role
- Manage records, information and data producing analysis reports as required.
- Ensure effective team communication, holding regular team meetings with managed staff.
- Undertake recruitment, induction, training and development.
- Lead performance management appraisals of managed staff.

Personal Attributes

Communication & Influence

Selects the appropriate content and delivery style to communicate ideas, plans and decisions. Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.

Team working

Builds trust and respect with individuals throughout the organisation, developing collaborative and consultative working relationships across school sites. Communicates openly and interactively, listening carefully to others and valuing their opinion. Openly shares information and own expertise with others to enable them to achieve their goals.

Organisational Awareness

Keeps up to date with premises developments, analysing and interpreting how these impact on own area of responsibility. Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the organisation. Regularly networks inside and outside the organisation to exchange ideas and information.

Adaptability

Contributes personally to the change process. Helps others to understand the need and reasons for the change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges existing practices and conventional thinking.

Use of technology

Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.

Professional Values and Practice

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

Experience & Knowledge

Demonstrates experience in a relevant discipline i.e. senior caretaking, grounds and site keeping in a multi school (site) or similar environment.

Management/supervisory experience.

Experience of project management

Demonstrates an understanding of inclusion.

Ability to relate well to children and adults.

Full working knowledge of relevant policies/codes of practice/legislation.

Knowledge of health and safety procedures and precautions.

Knowledge of COSHH regulations.

Awareness of health and hygiene procedures.
Knowledge of moving and handling procedures.
Knowledge of the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.

Qualification & Training

Level 2 qualification or equivalent in Maths/numeracy and English/literacy.
Relevant Level 3 qualification or equivalent experience.
IOSH, NEBOSH qualification would be desirable.
Willingness to undertake any training applicable to the role, including first aid training.

Disclosure

The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding.
The post holder is subject to Enhanced Disclosure from the Disclosure Barring Service (DBS) and any other statutorily required clearance.

Other

- This appointment is with the Governors of the school under the terms of a contract signed with the Governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
- All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.