



Inspiring Learners to Achieve Big Dreams

The Crescent Primary School, The Crescent, Croydon,
CR0 2HN, 020 8684 8283,
office@thecrescent.croydon.sch.uk

Job Description – School Premises Manager

Job Title: Premises Manager

Grade Range: Grade 7 – SCP 23-25

Hours: 36 per week excluding 40 minutes unpaid lunch break

Reports to: Headteacher and School Business Manager (SBM)

Responsible for: 2 x Assistant Premises Managers and School's Contracted Cleaners

Job Purpose

To provide a property management and security service to the school. To plan, co-ordinate and implement inspection, maintenance and repairs to the School Building and Grounds. Manage the premises staff and liaise with Contractors to ensure that the highest standards of Service Delivery are maintained. To be responsible for the Health and Safety of the Site and ensure the security of the school premises. Maintain any machinery or plant within the school. Maintain the internal and external fabric of the school premises as a safe and secure working environment.

Main duties and responsibilities

Management and Supervision

1. To Co-ordinate and implement routine inspections and repairs of the School buildings, equipment and external environment, including annual, monthly, weekly and daily inspections.
2. To advise on a rolling programme of redecoration/refurbishment
3. Investigate reported site issues, provide possible solutions and initiate repair / maintenance, discussing with the Headteacher/SBM if appropriate.
4. To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
5. To assist the SBM/Headteacher to prepare documentation for tenders or specifications of small to medium projects
6. Inspect outside internal and external fabric of the school including equipment and report and/or repair defects as appropriate.
7. Agree a system with the School Business Manager for window cleaning arrangements, and monitor if appropriate.
8. Manage, supervise and monitor any facility or building contractors undertaking work on the school's premises. Ensure that any issues with contractors are promptly followed up.
9. Attend the Full Governing Body Committee meetings, reporting on buildings, maintenance and health and safety issues.
10. 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.
11. Manage the external grounds contractors, ensuring that they are maintained to the required

- standard and making recommendations for improvement to the Headteacher/School Business Manager,
12. To monitor the performance of the cleaning contractor and liaise with the Contract manager to ensure a clean, tidy and well maintained school environment.
 13. Plan and manage all requests for works and preparations for School events such as assemblies, meetings, workshops and INSET. Record all requests in the Premises Manager Log Book and ensure that they are actioned in a timely manner.
 14. Plan and allocate work for the Assistant Premises Managers
 15. Induct and instruct the Assistant Premises Managers and cleaners. Ensure they are conversant with their duties and the standards of work expected of them, providing appropriate on-the-job training as required.
 16. Supervise Premises staff to maintain effective working relationships, to ensure good timekeeping, and ensuring work schedules and standards are maintained.
 17. Manage the hiring/letting of the school premises in consultation with the School Business Manager.
 18. To arrange within budget for day to day repairs to be carried out to the required standard.
 19. To organise cleaning materials and equipment orders and ensure their correct maintenance and storage.

Security and Health and Safety

1. To have overall responsibility for the annual Health and Safety audit, ensure that routine Health and Safety checks are carried out including inspections of the site and portable electrical equipment.
2. To carry out and record the necessary water risk assessment checks, and coordinate up to date surveys.
3. Ensure that the school's Annual Building Inspection Plan is kept up to date and that the Premises are fit for purpose.
4. Ensure that any repairs are carried out in a timely way, report any defects.
5. Conduct weekly inspections of Internal and External Play Equipment, carrying out any repairs to ensure that it is safe for children to use.
6. Arrange Annual Play Inspections and implement any recommendations as appropriate.
7. Advise SLT on all health and safety matters which require attention.
8. Ensure that health and safety regulations are complied with, regularly reviewing the school's procedures and ensuring that they are compliant.
9. Take responsibility for own and other's health and safety.
10. Implement Health & Safety Policy at all times, review and assess at regular intervals or as the situation or legislation changes.
11. Contribute to the reviewing of general and individual risk assessments, as required.
12. Undertake yearly fire risk assessment
13. Manage the safe opening and closing school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services.
14. Consult with Head Teacher/SBM for Premises cover arrangements for lettings and out of school hours' functions.
15. Have overall responsibility for ensuring that the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed. Record all weekly checks of fire alarms, call points, fire doors, fire extinguishers and emergency lighting.
16. Liaise as necessary with emergency services including the calling of the services as appropriate.
17. Compile reports on acts of vandalism to the Head Teacher and Police where necessary.
18. General site supervision, including daily inspection of the site to ensure prevention of trespass, in conjunction with the Head Teacher, ensuring the safe use of the school site at all times.

19. To be the principle registered Key Holder, attend call outs and taking appropriate action.

General Duties

1. Ensure prompt cleaning of sickness, and spillage's as required in accordance with the school's Health & Safety Policy.
2. Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
3. Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
4. Ensure access, assist and secure premises for all emergencies services as necessary.
5. Receive School Deliveries and move supplies to various parts of the building as appropriate. Remove furniture and equipment in accordance with the School's procedures.
6. To manage and operate the heating and ventilation systems, ensuring that they are maintained to the correct standard including setting and checking automated systems and time clocks.
7. Liaise with Heating and Energy Management Contractors to maintain Systems.
8. To take energy readings on a monthly basis
9. To ensure lighting is kept in good working order and arrange replacements as necessary.
10. Undertake daily and emergency cleaning during the day quickly and efficiently and in accordance with health and safety regulations.
11. Ensure that the school and it's external grounds are kept clean throughout the day, ensure general tidiness of all external areas, and empty litter bins daily.
12. Clean and clear all drains, gullies and ensure effective and healthy operation.
13. To keep external bins tidy and order skips as necessary in liaison with the SBM.
14. Ensure that the premises are kept free from pests and vermin.
15. To ensure that appropriate areas are gritted or salted during adverse weather conditions and provide safe access to the school in the event of snow, ice or flooding.
16. Inspect all outside areas for hazardous materials. Consult with Head Teacher for the best method of removal.
17. Manage the maintenance of school gardens including bulb planting, grass cutting, etc.
18. Check, order and replenish cleaning consumables including toilet paper, soap and hand towels in all the toilets, Staffroom and other areas as required.
19. Maintain stock levels as required and ordering and receipt of supplies within agreed budget in consultation with the Finance Officer.
20. To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
21. Maintain an up to date list of all hazardous substances and where they are located. A copy to be kept in school offices in case of emergency.
22. To be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal working hours.
23. Establish and implement a key identification system for access to all school areas.
24. Maintain an overview of the installed electrical distribution units and which parts of the school they serve, ensuring systems and circuits are mapped and maintained in line with fixed electrical surveys.
25. Whilst on duty remain contactable by mobile phone and School Radio.
26. Ensure that prior to going on leave, a full handover of keys and duties is given to other Premises Staff and handover upon return from leave.
27. To maintain manual and computerised logs of work undertaken, records and information as necessary.

28. On direction from the Head Teacher, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major school activities, inclement weather problems, emergencies, building works, etc).
29. In areas where the Site Manager undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Head Teacher.
30. To maintain the school's equipment and plant inventory.

Equalities

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Professional Development

1. To participate in training to be able to demonstrate competence.
2. To participate in first aid training as required.
3. Participating in the ongoing development, implementation and monitoring of the service plans.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.