



Bevendean Primary School

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Headteacher: Mr Martyn Giddens

Deputy Headteacher: Mr Mark Dally

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JOB DESCRIPTION

JOB TITLE: School Premises Manager - Level D

SECTION: Bevendean Primary School

PURPOSE OF JOB

To work proactively under the direction of the Headteacher/Business Manager to provide an effective site managing service to the School, ensuring the upkeep of a high standard of cleanliness, maintenance & security to the school, to ensure a clean and safe learning environment for the pupils.

- Management responsibilities
- Serious problems can be referred to the Business Manager/Headteacher
- All duties will be carried out within recognised procedures
- There will be a need to interpret information and to resolve a range of differing problems
- First point of contact for contractors to the school

Please note; All schools are organised differently. The range of activities required may be different in each school. This Job Description gives an overview of the level of work the postholder will be required to carry out, and examples of activities they may be required to undertake at this level.

PRINCIPAL ACCOUNTABILITIES

- To promote and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
- To carry out and / or to ensure all aspects of cleaning within the school and on site are completed appropriately in line with Health & Safety guidelines
- To ensure the school grounds are constantly in order and subordinates or contractors carry out the required gardening appropriately, maintaining a safe and presentable environment for pupils, staff and visitors.
- To monitor, order and take delivery of appropriate supplies and equipment to ensure stock levels are adequate and ordered within an agreed budget.

- To control stock and raise appropriate orders for stock and supplies of cleaning/maintenance equipment in liaison with financial personnel, within an agreed budget.
- To perform minor repairs such as plumbing, basic electric's (i.e. plugs, light bulbs, fuses) carpentry to keep the school in a safe state and to help control major expenditure in the future.
- To inspect school equipment as specified, and to carry out basic maintenance to school buildings, this may include decorating, carpentry, basic plumbing, and minor repairs such as faulty plugs, fuses, light bulbs, and refurbishment projects such as erecting shelves, partitions, work surfaces as directed within capabilities.
- To ensure heating and hot water supply plant operated in accordance with agreed policy instructions and carry out frost precaution procedures.
- To ensure all meters are read and recorded appropriately as required, provide assistance with energy conservation procedures. To ensure heating and hot water supply plant is operated in accordance with agreed policy instructions and that frost precaution procedures are carried out when required.
- To work with the School Business Manager to train and retain new cleaning staff, and to assist with the recruitment of new staff including shortlisting and interviews, in order to ensure an effective workforce is available to carry out the service required.
- To move furniture as required. There is no provision for the task to include the wholesale placement and removal of chairs on a daily basis, however chairs will need to be arranged on occasion as required.
- To liaise with organisations who are letting the premises, ensuring that the spaces being hired are clean and prepared as required for the letting and ensuring that facilities used are orderly and clean before the start of the next school day.
- To maintain the Asbestos Records, updating same when there is a change to the status and to ensure that contractors are made aware of its presence if they are inspecting an area containing asbestos.
- To maintain the Fire Risk Assessments and ensure that issues identified during inspections are actioned promptly.
- To carry out and record the regular schedule of site checks, daily, weekly, termly (with Governor) and annually and to maintain records for healthy and safety reasons.
- Take such measures as appropriate to protect the school and its contents.
- To comply with regulations relating to security and confidentiality.
- To be 'on-call' in the event of an emergency during school closure times. (although a member of staff should not be expected to attend an emergency on site alone) and to contact the appropriate services in the event of an emergency such as fire, flood, break-

in, vandalism and accident.

- To be a main key holder for the school premises, responsible for both the routine and emergency opening and closing of school grounds, activating alarm system if required to safeguard the school and its assets
- To ensure access is provided to cleaning/contractors' staff within approved times.
- To ensure that the deep "intensive" cleans during the school holidays are organised (through the Assistant Site Manager) and that the days that cleaners are required to be in school during those holidays are communicated with the appropriate advance notice.
- To perform risk assessments and to liaise with other agencies in order to ensure Health and Safety checks are carried out, and that Health & Safety standards are maintained.
- To supervise cleaning staff and record cleaning standards to ensure the requirements are maintained and that the school is a clean and pleasant environment.
- To manage/supervise cleaning and/or caretaking staff.
- To prepare and maintain school records and documents to ensure an exemplary level of health and safety.
- First point of contact for contractors to the school
- To liaise on a daily basis with the Business Manager or Headteacher to discuss any areas of concern and to decide on the order of work required to be carried out by the postholder or contractors.
- To liaise with outside contractors to obtain quotes, check workmanship, and to ensure the work they carry out is to the satisfaction of the Headteacher. To be the main point of contact for contractors working on site during the school holidays.
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

PERSON SPECIFICATION

POST TITLE: School Premises Manager - Level D

SECTION: Bevendean Primary School

ESSENTIAL CRITERIA

**Job Related
Education and
Qualifications and
Knowledge**

- Educated to NVQ Level 3 or comparable relevant experience
- Good working knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electric's (such as plugs, fuses & light bulbs)
- A clear understanding of health & safety requirements and COSHH guidelines

Experience

- Minimum of two years' experience of Facilities Support work within a school at Level B or C
- Experience of organising or dealing with supervision of a range of maintenance and janitorial duties
- Experience of staff management
- Experience of co-ordinating a small budget

Skills / Abilities

- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items
- The ability to work split shift and flexible hours
- Effective verbal communication skills
- Very good numeracy & literacy skills
- Strong organisational skills
- The ability to prioritise own workload
- The ability to work unsupervised
- The ability to manage others
- Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school
- An appropriate level of ICT skills to enable the candidate to fulfil the duties of the position i.e. preparation of risk assessments; procurement and school records.

Other Requirements

- Willingness to undertake necessary tasks of an unpleasant nature
- An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations
- Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role

Equalities

To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

