

**Crosby High School**

**Job Description: School Premises Manager**

**Job Title:** School Premises Manager

**Responsible to:** The Headteacher, SBM and the Governing Body of the school.

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| **Responsible for:**    **Working Time:** | The management of school premises including the cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment. Oversee external contractors working on the school site premises.  Full Time, 36hrs/52 weeks a year. Working pattern to be discussed. |
| **Liaising with:** | Headteacher, Senior Leadership team, Teachers and Associate staff, parents/carers, Governors, LA representatives and external agencies. |
| **Salary/Grade:** | Grade F |
| **Disclosure level** | Enhanced |

**MAIN DUTIES**

***Security and Safety***

Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.

Accurately record all call outs, liaising with the security force and police as appropriate and make premises secure.

Maintain fire safety equipment provision and scheduling of fire and emergence evacuation drills.

Undertake the role of lead Fire Marshall and manage training of other fire marshals within school, including liaising with outside agencies to deliver required training.

Responsible for the safe storage of materials covered by the COSHH regulations.

Ensure stringent health and safety provision and adherence to safe working practice by all staff and in conjunction with Compliance Education and Sefton council.

**Energy & Waste Management**

Ensure lights and other equipment are switched off as appropriate and adhere to the school’s climate action plan.

Ensure all meter readings are collected and submitted to Sefton.

Ensure efficient waste management and robust recycling is in place.

**Porterage**

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.

Responsible for the timely and accurate preparation and use of specialist equipment/resources/materials.

##### ***Maintenance***

Maintain a preventative planned maintenance programme including routine inspections of the designated building, fixtures, fittings, premises and grounds to assess for minor work or repairs to be carried out to maintain safe and satisfactory conditions.

Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person along with a repair plan or schedule, if applicable.

Undertake 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 premises using the cleaning audit, liaising with the Cleaning Staff on a daily basis and submit weekly timesheets to cleaning contractor. Report any issues to the contract manager and ensure they are dealt with in a timely manner.

Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated school premises.

Responsible for all legionella actions and compliance, including weekly flushing and monthly temperature checks.

Ensure all compliance paperwork is completed in a timely manner and presented to Compliance Education or Sefton H&S as required.

Converse with Compliance Education to ensure risk assessments are completed as necessary and adhered to.

**Support for the School/Organisation**

Management of school’s minibus fleet, including vehicle checks and refuelling.

Complete all necessary administration, submitting information as required to Senior Management Team to aid decision-making.

Be aware of and comply with school 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 difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school ethos, aims and development/improvement plan.

Work as part of a team, appreciating and supporting the role of all others in the school.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

***GENERAL:***

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

**Prepared by: Name** Chris Whelan

**Designation** Acting Headteacher

**Date** 13/05/202

**PERSON SPECIFICATION**

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| Personal Attributes Required  (considerations) | Essential (E)  or  Desirable (D) | Method of Assessment  (suggested) |
| **QUALIFICATIONS/TRAINING** |  |  |
| Level 2 qualification or equivalent in Maths/numeracy and English/literacy.  Relevant Level 4 qualification or equivalent experience.  D1 Driving license | E  E  D | AF + I  AF + I  AF |
| **EXPERIENCE/KNOWLEDGE** |  |  |
| Demonstrates experience in a relevant discipline, i.e. senior caretaking/site-keeping in a multi-school (site) or similar environment.  Management/supervisory experience.  Demonstrate an understanding of inclusion.  Ability to relate well to children and adults.  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  Budget management experience. | E  E  E  E  E  E  E  E  E | AF + I  AF + I  AF + I  AF + I  AF + I  AF + I  AF + I  AF + I  AF + I |
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| **SKILLS/KNOWLEDGE/APTITUDES** |  |  |
| Communication and 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. | E | AF + I |
| Team working  Builds trust and respect with individuals throughout the organisation, developing collaborative and consultative working relationships across schools/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. | E | AF + I |
| **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. | E | AF + I |
| **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. | E | AF + I |

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| **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. | E | AF + I |
| **Professional Values & 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. | E  E  E | AF + I  AF + I  AF + I |
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| **SPECIAL REQUIREMENTS** |  |  |
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| Requirement to complete Support Staff Induction Programme.  Willingness to undertake appropriate first aid training (if appropriate). | E  E | I  I |

Prepared by: Chris Whelan AF = Application Form

I = Interview

Date: 13/05/2025 T = Test

P = Presentation