

Job Description

Job title	Premises Manager
Role level	MVLT 11 (national profile Premises 5)
Grade/salary	G
Responsible to	Trust Estates Manager
Hours of work	36 hours, full time
Base	Designated school but can be deployed to any Trust school in Sefton.
Key relationships	Chief Operations Officer, Senior Operations Manager, Headteacher, Senior Leadership Teams, Trust Compliance Officer.

Job statement (purpose)

- Responsible for the health and safety, security, maintenance and cleaning (if required) of the designated school(s) including the building maintenance, cleanliness and maintenance of furnishings, fixtures, plant and heavy equipment. Line management of other premises staff including their deployment across other sites and performance management. Oversight of external contractors working on the designated multi school site premises.

Indicative knowledge, skills and experience

- Knowledge and expertise in minor maintenance and repair.
- Knowledge/skills in facilities equivalent to national qualifications level 3 and supervisory experience.

Responsibilities

Key duties

- Manage the estates and compliance function (including health and safety, security, maintenance etc) across a large school/cluster of schools with line management of relevant premises staff including recruitment, induction, performance management, training and mentoring.
- Working closely with the Trust Estates Manager, deal proactively with all estates and compliance related issues at school(s) level including the provision of advice and guidance on estates matters to senior staff across the Trust as and when required.
- Attending and participating in regular Trust estates meetings.
- Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required.
- Act as a designated key holder, providing out of hours and emergency access to the school site.
- Procure quotes for routine maintenance work on school premises.

- Contribute to the management of the premises budget.
- Be responsible for other site staff including cleaning staff and grounds persons.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
- Arrange emergency repairs.
- Arrange regular maintenance and safety checks.
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- Monitor materials and stock and/order supplies.
- Undertake general portage duties, including moving furniture and equipment within the school.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Handle small amounts of cash for the purchase of materials to carry out repairs.
- Facilitate after school activities such as parents evenings, school performances, school meetings e.g. LGB.
- Facilitate community use activities on school site ensuring premises are safe, clean, ready for use, prior to and after the activity.

Security and Safety

- Responsible for the completion of the risk assessment of security risks to the designated premises (buildings, grounds, premises and contents) including vandalism/arson.
- Oversee delivery of security checks at school(s) level and provide advice on how security risks can be minimised.
- Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.
- Respond to and accurately record all call outs, liaising with the security force, police and emergency services and make premises secure after break-ins.
- Manage fire safety equipment provision and work with premises staff and Headteachers re scheduling of emergency evacuation drills.
- Undertake the role of lead Fire Marshall (if appropriate).
- Oversee the safe storage of materials covered by the COSHH regulations.
- Oversee stringent health and safety provision and adherence to safe working practice by all staff at school level.

Energy Management

- Participate in the development and maintenance of the school(s) climate action plan.
- Manage the prevention of waste and reduce energy consumption throughout the designated site(s).

- Ensure lights and other equipment are switched off as appropriate.

Porterage

- Where appropriate, 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.
- Monitor and manage stock, cataloguing resources and undertaking audits as required.

Maintenance

- Manage and maintain the safety of the School Hydro Pool (if any) to ensure it is safe to use, by ensuring daily checks are carried out in accordance with the standard operational procedures and ensuring the appropriate readings are recorded. To undertake pool maintenance training when required.
- Manage and maintain the safety of any school 3G Pitch to ensure it is safe to use, by ensuring daily checks are carried out in accordance with the standard operational procedures and ensuring the appropriate actions are recorded. To undertake training when required.
- Manage the preventative planned maintenance programme for the school(s) and for routine inspections of designated buildings, fixtures, fittings, furniture premise and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- Manage and ensure the maintenance of any specialist equipment such as lifts, hoists, wheel chairs etc.
- Log all structural, fabric, furnishings, fixtures and equipment defects.
- 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 school site, internal and external, liaising with the Cleaning Supervisor on a daily basis.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated multi-school site.
- Manage the school minibus(es) ensuring that they are maintained to meet with all statutory requirements, ensuring that they remain roadworthy and ready to use to ensure pupils can access all parts of the curriculum.

Accountability

- The post holder will be responsible for managing their own workload.
- The post holder is accountable for ensuring that duties are carried out in accordance with generally accepted best practice and the Trust's policies and procedures.
- Assist in developing training programme for support staff.
- To work co-operatively with others towards shared goals.
- To promote and ensure the health and safety of students, staff, and visitors always.

Professional development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting health, safety and compliance.
- Participate in regular performance management for self and lead appraisal reviews for direct report staff.

Safeguarding

To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.

Equality and Diversity

Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

Training and Development

Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training

or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

The post holder is also required to

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all Trust and school-level policies. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

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.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration I accept this job description.	
Print Name:	
Signature:	
Date:	

Person Specification

Premises Manager

Category	Essential/ Desirable
Qualifications and Training	
• Good standard of literacy and numeracy. • Relevant health & safety training (eg COSHH, manual handling). • Willingness to undertake job-related training. • Trade qualification (eg plumbing, electrics, carpentry). • Health & Safety or Facilities Management qualification.	E E D D D
Experience	
• Site management, caretaking, or maintenance. • Supervising staff or contractors. • Managing budgets. • Experience working in a school or educational setting. • Experience managing building projects or refurbishments.	E E E D D
Knowledge and Skills	
• Skilled in routine maintenance and minor repairs. • Good organisational and planning skills. Understanding of health and safety requirements. • Ability to use IT systems and Microsoft Office. • Strong interpersonal and communication skills. • Knowledge of energy management systems. • Awareness of safeguarding procedures.	E E E E D D
Personal Qualities	
• Reliable, proactive, and self-motivated. • Able to work independently and as part of a team. • Flexible and adaptable to changing priorities. • Takes pride in maintaining a safe and pleasant environment. • Innovative and able to identify opportunities for improvement. • Committed to professional development.	E E E E D D
Other Requirements	
• Able to work early mornings, evenings, and weekends as required. • Physically fit for manual handling and outdoor work. • Full driving licence and access to own transport.	E E D

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.