



**Job Description:** Premises Manager  
**Reports to:** School Business Director  
**Responsible for:** Caretakers and Cleaning Team  
**Hours:** Full time, 36 hours per week, 52 weeks per annum  
**Salary:** Pt 28 £34,209 – Pt 32 £37,722

Core role of the Premises Manager:

1. To have overall responsibility for the whole school, **across 2 sites**, in terms of maintenance, **health & safety**, security and facilities management.
2. To manage, **train**, develop and support the Caretaking and Cleaning team to ensure high standards to contribute to the aims and values of the school.
3. To lead on all Health and Safety related activities and ensure compliance with legislation and risk assessment procedures.
4. To be responsible for the security of the site and all building both in term time, school holidays **and out of hours call-outs where necessary**.

Specific Responsibilities Include:

Health & Safety

- Act as the Health and Safety Officer for the school, ensuring a safe working and learning environment in accordance with relevant legislation and risk assessment procedures.

Security

- Participate in and oversee the unlocking and locking up of school buildings and areas, ensure lights and other equipment are switched off as appropriate
- Participate in and oversee regular security checks and identify potential security risks
- Operate and respond to alarm systems where appropriate
- Monitor CCTV and other surveillance equipment where appropriate.
- Participate in and oversee regular walkabouts in terms of maintenance, health & safety, fire risk and security
- Assist in the lettings process
- Participate in and oversee rotas to ensure school operating hours (currently 06:00 – 19:00 term time, 08:00 – 16:00 holiday periods)

Cleaning and Maintenance

- Undertake regular site inspections, risk assessments and safety audits, addressing any identified areas for improvement.
- Assist and oversee minor repairs including but not limited to plumbing, changing light bulbs and unblocking drains.
- Keep fixtures, fittings and furniture in a good state of repair



- Assist and oversee plastering, painting and decorating
- Organise and carry out minor improvement work such as erecting shelves, noticeboards, white boards, fixing doors and hinges
- Operate heating plant, cooling and lighting systems
- Assist and oversee general cleaning duties including emergency cleaning, graffiti removal, litter-picking, assembling waste for collection
- Participate in and oversee activities to maintain safe and clean external environment including gritting
- Assist with the maintenance of sports equipment where necessary
- Ensure equipment such as heating, lighting, air conditioning, alarm systems, fire extinguishers, electric sockets, lifts and cleaning machines are regularly inspected and serviced **appropriately**
- Maintain an asset development plan for minor and major works
- Maintain a rolling programme of decoration, refurbishment **and preventative maintenance**

### Contract Management

- Undertake “client” tasks in connection with premises related contractors including but not limited to waste disposal, cleaning, grounds maintenance, water inspections and deliveries
- Obtain **and benchmark** quotes for minor and major works, ensuring value for money and adherence with financial rules and regulations

### Out of hours and emergencies

- Prepare the sites and buildings for any major events such as open evenings, Governor meetings and induction sessions.
- Provide emergency access to the school site if required
- Be the contact point for out of hours emergencies including fault calls, fire, security issues

### Line Management

- Provide leadership and direction to the Caretaking and Cleaning teams, ensuring they are appropriately line managed and supervised in accordance with policies and procedures.
- Carry out regular appraisals in line with school policy
- Ensure staff receive appropriate and adequate training
- Manage and plan both short and long term work schedules to ensure the effective and efficient deployment of staff

### Other

- Create and maintain a purposeful, clean, orderly and productive working environment
- Monitor and manage stock with an agreed budget, cataloguing resources and undertaking audits as required
- Replace and refill consumables such as soap, sanitiser and towels



- Monitor and manage tasks from the premises ticketing system
- Participate in and oversee the receipt, distribution, collection and despatch of goods
- Participate in and oversee the organisation and movement of furniture within the site and buildings
- Keep appropriate records ensuring they are available for inspection and assist in preparing reports and submissions for the Health and Safety, Finance, Premises and other appropriate committees
- Manage the operation and maintenance of the school minibuses.
- Transport goods between sites using the school minibuses as appropriate
- Carry out other driving duties as required

### General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- Keep up to date with changes in legislation, notably health & safety, **safeguarding** and best practice in facilities management
- The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade



### Premises Manager: Person Specification

The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.

#### Experience

- Handyperson experience
- Caretaking / cleaning / site-keeping experience in a school or similar environment
- **Managing people (preferably a team)**

#### Qualifications

- Willingness to undertake induction training
- Good literacy and numeracy skills (GCSE or equivalent)
- Specific training in specialist area
- **Recognised Health and safety qualification**

#### Knowledge, Skills and Abilities

- Good verbal and written skills
- Knowledge of first aid
- IT literate with experience in MS Office applications including Outlook, Word and Excel
- Excellent organisational skills
- Ability to remain calm under pressure
- Ability to inspect, supervise and monitor the work of others
- Ability to manage work contracts
- Ability to provide high quality supervision, training and support to Caretaking and Cleaning teams
- Ability to manage own term effectively
- Ability to prioritise, work on initiatives and meet tight deadlines
- Knowledge, awareness of and commitment to equal opportunities policies
- Excellent knowledge and understanding of Health and Safety rules and regulations
- Knowledge of COSHH regulations
- Knowledge of health and hygiene procedures
- Knowledge of moving and handling procedures
- Ability to undertake a wide range of caretaking and cleaning duties

#### Other

- Fit and able to carry out the duties required of the role
- Be able to drive and hold a clean driver's licence
- The post holder is required to have an up to date enhanced DBS certificate
- **Willing to undertake additional training relevant to post if/when offered**