

Cardinal Pole Catholic School



Job Description

Post:	Premises Manager
Grade:	PO1 (PO2 subject to experience and qualifications)
Responsible to:	School Business Manager

Cardinal Pole Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of the post

1. Responsible for the property and in assisting in the management of the school.
2. Liaising daily with the Headteacher/Business Manager on caretaking and site management issues.
3. Maintaining any machinery or plant within the school.
4. Cleaning and maintaining the internal and external fabric of the schools premises as a safe working environment.
5. To carry out duties which facilitate a high quality and effective day-to-day operation in the proper maintenance of the fabric, furnishings and equipment of the school.
6. Ensuring high standards of service to all school users and visitors with special regard to security and health and safety.
7. To be responsible for closing the school site each evening and opening and closing the school site.

Main Duties and Responsibilities

Management and Supervisor

8. Ensure contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Premises Manager will report to the Headteacher/Business Manager on any failure to meet the required cleaning standards.
9. Deal with enquiries from staff and pupils.
10. Induction and training of other premises staff and cleaners to ensure they are conversant with the duties and standards of work expected of them.
11. Supervision of premises/cleaning staff.
12. Drawing up and reviewing of cleaning and premises rota.
13. Maintain effective working relationships and ensure good timekeeping, dealing with minor grievances and ensuring work schedules and standard are maintained.
14. Certify weekly time sheets for cleaners. Preparing claims for premises fees for lettings.
15. Attend training courses where appropriate.
16. Attend weekly whole school briefing or delegate to another.
17. Report to Governing Body which will involve attendance at Governors meetings where appropriate.
18. Manage and monitoring of any facility or building contractors that are undertaking work on the schools premises.
19. Manage the hiring/letting of the school premises in consultation with the Headteacher.
20. Arrange for any authorised access to the school and site by staff, contractors or other personnel as authorised by the line manager.
21. Ensure that proper arrangements are made for authorised use of the school site or buildings. This will include supervision of school lettings and the associated moving of furniture and cleaning.

Security

22. Manage the opening and closing of school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use.
23. Liaise with emergency services.
24. Consult with Headteacher/Business Manager on cover arrangements for lettings and out of school hours functions.
25. Ensure the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
26. Undertake yearly fire risk assessment.
27. Compile reports on acts of vandalism for the Headteacher, Business Manager and Police where necessary.
28. Assist in the management of internal/external mail courier duties as required by the Headteacher/Business Manager.
29. General site supervision, including prevention of trespass, supporting concerns which require access to the CCTV footage, ensuring that unauthorised parking does not occur.
30. In conjunction with the Headteacher/Business Manager ensuring the safe use of the school site at all times.

Heating

31. Manage, check and control system function, including frost precaution procedures. Maintain stock levels as required including ordering and receipt of supplies.
32. Vent heating system as required and ensure that temperatures remain in line with regulations, including exam conditions.
33. Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required. Report all defects to the appropriate maintenance contractor.
34. Change filters as appropriate.

Energy Conservation

35. In conjunction with the Headteacher, implement all agreed policies.
36. Reading, recording and reporting all meter readings as required by the Headteacher and Business Manager.
37. Implement recommendations authorised by Headteacher/Business Manager

Emergencies

38. Cleaning sickness, etc and spillage's as required.
39. Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
40. Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
41. Ensuring access, assist and secure premises for all emergencies services as necessary.

Lettings

42. Manage the Lettings process.
43. Ensure effective lettings; ensuring areas are cleaned as required in accordance with agreed arrangements.

Internal Maintenance

44. Reporting all defects which require specialist repair.
45. Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
46. Regularly inspect all plumbing and report/repair defects as appropriate.
47. Regular measurement of water temperature re: prevention of Legionella.
48. Synchronise all clock, time switches, etc as required.
49. Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
50. Attend Health and Safety Committee meetings.
51. Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Headteacher.
52. Be responsible for the supply and availability of hygiene materials as required.

53. Receive and move supplies to various parts of the building as appropriate. Remove or obscure all graffiti as required by the Headteacher.
54. Support the Premises Assistant in any maintenance issues identified or Assessment of risk.

External Maintenance

55. Maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
56. Clean and clear all drains, gullies and ensure effective and healthy operation.
57. Inspect outside fabric of the school and report and/or repair defects as appropriate.
58. Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
59. Agree a system with Governing Body, and Headteacher for window cleaning arrangements, and monitor if appropriate.
60. Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
61. Inspect all outside areas for hazardous materials. Consult with Headteacher for the best method of removal.
62. Maintenance of school gardens including planting bulbs etc. Oversee regular cutting of grass.

Cleaning

63. Ensure that the school is cleaned to the agreed standard as specified by the Business Manager. Report any issues to the Headteacher/Business Manager.
64. In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
65. On direction from the Business Manager, 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).
66. Undertake the cleaning as part of the daily rota or as directed.
67. Daily disinfection of water fountains.

Stock Control and General Site Services

68. Maintain stock levels as required, ordering and receipt of supplies within agreed budget in consultation with Line Manager.
69. Drive the mini bus as required.
70. Ensure safe storage of all stock in clearly labelled cupboards/areas.
71. Maintain an up to date list of all hazardous substances and where they are located, ensuring a copy is kept in school office in case of emergency.
72. Ensure that all deliveries are properly received and checked and delivered to the place where they are to be used or stored.
73. Monitor the stock levels of any materials and equipment necessary for carrying out the various duties and report accordingly to the line manager.
74. Ensure that any on-site parking arrangements are properly enforced.
75. Move furniture and department equipment, including PE as requested using appropriate manual handling techniques and equipment.
76. Top-up consumables, including hand sanitisers, daily in washrooms and other areas.
77. Visit off-site premises as required by the line manager to collect and deliver documents and packages.
78. Log and distribute packages delivered to departments.
79. Drive the mini bus as required.
80. Comply with other reasonable requests from the line manager, consistent with the overall purpose of the job as set out above.

General Requirements

81. Take part in the school's performance management system. Attend governing body meetings on a regular basis.
82. Enhanced DBS Check.
83. Be committed to the ethos and policies of the school.
84. Strong commitment to furthering equalities in both service delivery and employment practice.

85. You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Person Specification

		Essential	Desirable
Experience & Qualifications			
1.	Recognised qualification in at least one building maintenance, building construction or engineering services discipline (City & Guilds or similar)	✓	
2.	Specialism in specific trade (plumbing, electrician etc) to warrant PO2 salary	✓	
3.	Relevant experience of working in a similar role within a school or similar setting	✓	
4.	Experience of monitoring and liaising with contractors and suppliers	✓	
5.	Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by cleaning staff and site staff	✓	
Knowledge			
6.	An understanding of health & safety requirements of a school or other public institution	✓	
7.	To communicate clearly to all sections of the school community both verbally and in writing.	✓	
8.	Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community	✓	
9.	Full working knowledge of relevant policies / codes of practice / legislation	✓	
Skills			
11.	D.I.Y. skills to undertake day to day repairs and maintenance of building, including a working knowledge and operation of the school heating system.	✓	
12.	Ability to assist in the training and induction of new cleaning and site staff.	✓	
13.	Understanding of the principles of health & safety in a school environment including COSHE	✓	
14.	Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritizing own workload.	✓	
15.	Ability to adhere to working procedures and policies within the school	✓	
16.	Ability to operate as part of a team or individually as required.	✓	
17.	Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.	✓	
18.	Ability to carry out a range of administrative tasks, including stock taking and ordering.	✓	
19.	Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.	✓	