



## Premises Manager Job Information Sheet

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### **Oathall Community College Campus**

The college first opened in 1938 and has been extended extensively over the subsequent years. The college teaching facilities include offices, catering facilities and general teaching rooms as well as specialist teaching facilities for Science, Music, Art, Drama, IT, DT, PE and Dance including an 3G all-weather pitch. In addition to the main school buildings, the campus also includes the Albemarle Centre, a building that was built for the Youth service but is now managed by Oathall and used by other organisations on a leasehold basis. The site also incorporates Oathall Community College farm, a nationally recognised teaching facility. The farm is approximately 5 acres in size and includes grazing, a barn, and pig farrowing houses, a small dairy unit, glasshouse, allotment and poly tunnel.

The facilities manager will be responsible for all building services and facilities at the college campus.

Duties will include:

- Site team management: providing line management for the site team, lettings administrator and cleaning staff. This includes managing performance in all areas (sickness/absence, capability, conduct & disciplinary) and carrying out annual performance reviews.
- Building services, and the maintenance of the fabric & condition of all building stock
- Compliance matters related to building & H&S legislation & regulations (e.g. Fire Safety, Water safety, M&E Safety, building legislation, agricultural legislation, PAT testing, asbestos etc.)
- Asset management
- Utilities & energy management
- Contractors and site visitors
- Security matters, acting as duty key holder and controlling the issue of keys
- Premises related contracts including periodic review of contracts to ensure best value (cleaning, grounds, M&E, CCTV, alarms etc.)
- Building maintenance budgets ensuring efficiency, identifying savings and avoiding overspends. Ensuring these comply with schools financial procedures for purchase of goods and services and that best value in all contracts and purchases is achieved.
- The management and coordination of small building projects and in conjunction with the Business Manager the management of capital building projects.
- Working with the Business Manager and Leadership team on a site development plan.
- Being available to work flexible hours, including early mornings, evenings and very occasionally at a weekend, as the needs of the business dictate. Be part of the call-out roster to respond in the event of an out-of-hours emergency. Be prepared to provide cover, as required, for other members of the team.