Role Profile for the Post of Premises Manager

Accountable to:	**Business Manager**
Accountable for:	Site officers, lettings administrator and cleaner
Location:	Oathall Community College
Grade:	10

Job Summary
Support the Headteacher/Business Manager in the operational management & security of the college campus and all associated facilities. Manage the premises team including managing their performance & work allocation.

Key Activities
Operations
- Ensure the school is always unlocked and secured in a timely manner
- Ensure site is clean, free from litter, safe and well presented at all times by employing system of daily inspections by the premises team
- Using the premises helpdesk and inspections identify, record and rectify any defects or faults
- Oversee and monitor maintenance and cleaning routines, repair schedules and H&S compliance checks
- Ensure that heating and lighting systems are well-maintained and operational
- Be responsible for the maintenance & safety of any premise's specialist equipment
- Ensure set up/take down of equipment and furniture for college events such as assemblies, parents' evenings, exams are completed on time and to the required standard
- Ensure safe parking on site
- Coordinate, manage and supervise lettings and out of hours use of the site
- Manage the use and maintenance of school vehicles
- Ensure college grounds are regularly maintained by contractors

Resources & planning
- Develop programme of self-managed/small building works/projects to be completed by the site team (generally in holiday periods)
- Ensure the ongoing decoration of the college buildings – externally & internally
- Facilitate any office or classroom moves across the college
- Undertake budget management for repairs/maintenance and building activities as required
- Take a lead role in the management and development of building related systems and procedures. Ensure records are well maintained and kept up-to-date.
- Arrange service and maintenance tenders as and when needed
- Be responsible for asset management and regular audit of resources and equipment

Risk Management

- Manage the security of the school site and site assets including key registers, CCTV & access controls systems
- Manage the safety & security of the grounds including regular tree inspections
- Ensure there is a site officer presence during the school main operational hours & for lettings
- Manage fire safety including, fire safety equipment, fire risk assessment & fire alarm systems
- Provide specialist advice, guidance and training as required (such as asbestos management)
- Prepare & keep under review premises related risk assessments & COSHH assessments
- Comply at all time with WSCC health and safety policies and procedures relating to premises management

People Management
- Manage the college site and cleaning staff members including annual appraisal
- Provide the main point of contact for contractors such as M&E, grounds maintenance, waste removal etc.
- Liaise with WSCC surveyors and any capital building work project managers.
- Monitor performance of service contractors and record performance against specified standards
- Liaise with the farm team to assist with ad hoc items
- Take a lead role in recruiting site and cleaning staff & in managing associated employment procedures
- Oversee training for new premises staff and coordinate ongoing training/mentoring for existing teams
- Attend all appropriate meetings as instructed by the Business manager or Headteacher

Other duties & information
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Carry out the duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy.
- Observe all Oathall Community College practices relating to child protection, security, fire and emergency and Health and Safety.
- Attend relevant courses and actively seek to broaden knowledge and skills relevant to responsibilities
- Understand and comply with all other relevant school policies.
- Be available to work flexible hours, including early mornings, evenings and weekends, as the needs of the business dictate.
- Be part of the call-out rota to respond in the event of an out-of-hours emergency.
- Be prepared to provide cover, as required, for other members of the team.
- The role involves regular physical effort and occasional lone working.
- The post holder will be required to work outside at times and in all weathers
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.

Person Specification

Experience
• Several years' experience working in a relevant discipline i.e. site/facilities/estates experience in a school or similar environment • Several years' management/supervisory experience

Qualifications/ Training
• NVQ Level 4 / HND /Degree in relevant discipline or appropriate experience at senior level • Certificates of attendance at work based related training (e.g. Ladder training, H&S courses etc.) • Good literacy and numeracy skills to Level 2

Knowledge/Skills
• Effective use of ICT • Use of appropriate specialist equipment/resources • Knowledge/experience of building services – boilers, heating, lighting, sewage, plumbing etc. • Knowledge/Experience of building trades. • Ability to organise and negotiate contracts. • Full working knowledge of relevant polices/codes of practice/legislation • Knowledge of health and safety procedures and precautions • Knowledge of COSHH regulations • Awareness of health and hygiene procedures • Willingness to participate in development and training opportunities • Managerial skills • Knowledge of moving and handling procedures • Ability to organise, lead and motivate a team • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Hold a current, clean driving licence