|  |  |
| --- | --- |
| Trinity Academy St Chad’s Job Description |  |
| Job Title:  | Premises Manager (Primaries) |  |
| Job Scale:  | Scale 5 Points 12 to 17  |  |

**BASIC JOB PURPOSE**

* To be responsible for the maintenance of academy premises and property.
* Maintain the buildings and amenities of the academy, arranging all necessary repairs and improvements and undertaking all necessary administration procedures.
* To undertake training, and have responsibility for, the academy BMS and other premises related technical management systems.
* To be responsible for Health and safety, including completion of appropriate risk assessments.
* Ensuring compliance with all statutory regulations.
* To be responsible for cleaning/maintaining the main hall.
* To support the Cleaning team and the inhouse cleaning team as required, including covering cleaning during staff absence when required.

**This role will involve manual labour, including moving, lifting and repairing furniture and fittings. Full Health and Safety training will be given.**

|  |  |
| --- | --- |
| **Reporting to:**  | Finance & Operations manager |
| **Responsible for:** | Members of the cleaning team |

**MAIN RESPONSIBILITIES**

|  |  |
| --- | --- |
| **1** | Maintain the buildings and amenities of the academy effecting all necessary repairs and improvements. |
| **2** | Draw up schedules to ensure the proper maintenance and refurbishment of the fabric, fixtures, furniture and fittings of the academy. |
| **3** | Manage, schedule, monitor and operate the mechanical systems for the entire site, including all aspects of the heating installation, in order to ensure the most economical use of energy and water across the whole site. |
| **4** | Organise and supervise the work of the cleaning team, including arranging work schedules, monitoring site cleaning duties, ordering supplies of cleaning and other maintenance materials, and identify staff training needs; in order to achieve quality work and the most effective deployment and competence of staff. |
| **5** | Recruit, motivate, supervise and train cleaning staff; to ensure that appropriate staff are employed and are efficient and effective. |
| **6** | Manage and implement a maintenance schedule and assist with the preparation, administration and monitoring of maintenance contracts and programmes using the facilities management software (PARAGO). |
| **7** | Liaise with external partners and contractors in respect of buildings works at the academy. This includes having due regard for safety and security procedures. |
| **8** | Monitor all premises-related budget headings, including maintenance and buildings improvement; ensuring that expenditure on such headings remains within budget limits. |
| **9** | To act as the Health and Safety Coordinator, and maintain and monitor Health and Safety standards, reporting any failures to comply with the Academy’s statutory obligations in this area and ensure that all work on site meets Health and Safety Regulations.  |
| **10** | To manage and operate appropriate site security systems, including opening and closing at the beginning and end of the academy day, responding to call-outs, etc; in order to ensure satisfactory security arrangements. |
| **11** | Respond appropriately to emergencies or urgent issues as they arise. |
| **12** | To manage and monitor all works related to grounds maintenance; ensuring that specified standards are achieved and that contract compliance is obtained. |
| **13** | Monitor the condition of site buildings and grounds to ensure that appropriate standards are achieved. |
| **14** | Ensure that all work is signed off on completion, identifying any areas of concern, and managing the contractor until the work is completed satisfactorily. |

|  |
| --- |
| Other Specific Duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.
* Treat all pupils with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
* To continue personal professional development as required
* Attend staff and other meetings and participate in staff training and development events as required
* To actively engage in the performance review process
* All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary
* To work in the best interests of the academy, students, parents and staff
* To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety
* To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role
* To work at locations across the academy Trust, as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date  |

|  |
| --- |
| **PERSON SPECIFICATION** |
| **Job Title: Premises Manager**  |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * basic numeracy and literacy skills
* Health and Safety related qualification
* site maintenance experience
* experience of supervising and motivating a team
* experience of working with contractors and suppliers
* experience in successfully managing maintenance projects
 | * experience with a specified trade
 |
| **Knowledge & Understanding** | * understanding of safety and security
* knowledge of Health and Safety processes and procedures
* knowledge of mechanical and electrical systems
 | * understanding of Safeguarding and Child Protection issues
 |
| **Skills & Abilities** | * ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc
* work as an effective team member and apply given instructions
* able to apply written and verbal instructions to equipment
* ability to listen, consult others and communicate pro-actively
* practical skills, such as basic maintenance, cleaning skills
* able to complete log books, records, such as H&S checks
* able to organise, plan and complete tasks
* high personal standards and able to provide a role model for students and staff
* seek support and advice when necessary
* ability to build positive relationships with colleagues and customers
* ability to work under pressure
* IT skills
* planning and prioritising own workload of self and others
* managing conflicting demands
* think clearly in emergency situations
 | * willingness to develop own understanding through advice and training
 |
| **Personal Qualities** | * able to work in a school environment, around children and young people
* an excellent record of attendance and punctuality
 | * reliability, integrity and stamina
* respect confidentiality
 |