



Responsible to:	Headteacher
Responsible for:	No line management accountability
Place of work:	Victoria Lane Academy
Hours:	22 per week
Grade:	5
SCP:	7-12
Contract Term:	Whole Time

### Role Summary

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Office Administrator/Head Teacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

### Role Duties and Responsibilities

#### General

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken.
- To be responsible for the health & safety of the site reporting any concerns to the Head Teacher.
- To undertake repairs and DIY projects.
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- To monitor and supervise cleaning staff to ensure a clean, tidy and well-maintained school environment.

#### Premises Management

- To monitor the day-to-day maintenance, repair and cleaning of the school.
- In conjunction with the Head Teacher to monitor the day-to-day maintenance and repair budget and the cleaning materials budget.
- To advise on a rolling programme of redecoration/refurbishment.
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes.
- To assist the Head Teacher to prepare documentation for tenders or specifications of small to medium projects
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate.
- To ensure that day to day maintenance tasks and requests for minor works are undertaken as expeditiously as possible and actions recorded in a timely manner.
- To instruct and supervise the gardening contractor ensuring the school grounds are maintained to a high standard.

#### Security

- To be responsible for the security of the premises.
- To be responsible for opening and closing the school.

- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To check weekly all perimeter fences, security devices, fire appliances, CCTV systems and alarms.
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded.
- To monitor, report and advise the Head Teacher on all security matters.
- To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as main key holder for the school on callouts.

### Site Duties

- To set and monitor the school heating and hot water systems.
- To take energy readings on a monthly basis.
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- To ensure the school hall floor is kept clean and polished.
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To manage the provision of a porting and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded.
- To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly.
- To carry out or arrange PAT testing and keep accurate records.
- To ensure all indoor and outdoor plants are adequately watered during school closure periods.
- To ensure that the milk/fruit bins are cleaned.
- To undertake minor window cleaning as required.
- To collect and dispose of all waste, refuse and surplus materials.
- To clear up bodily fluids after accidents adhering to health & safety procedures.
- To perform the summer cleaning of the chairs and tables in the halls.
- To carry out emergency cleaning if required.

### Health & Safety

- To ensure that all working practices comply with current legislation.
- To provide safe access to the school in the event of snow, ice or flooding.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures.

### Administration

- To maintain the school's equipment and plant inventory.
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained.
- To order repairs and maintenance items in liaison with the Head Teacher.
- To maintain a log of all inspections and checks carried out.
- To establish and maintain a list of repairs / improvements.
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
- To maintain all tools and equipment in good repair.
- To ensure mechanical equipment is inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.
- To assist the Head Teacher with obtaining tenders and quotes.

- To carry out regular H&S inspections and Risk Assessments on his/her own and with the Head Teacher.

### **Energy Management and Conservation**

- Oversee, as instructed, the efficient working of heating systems.
- Clean light diffusers and shades, heaters and filters to ensure efficient operation, taking into account training given regarding working at heights.
- Ensure drains and surface water outlets are functioning efficiently, and clean when necessary.
- Replace light bulbs and fluorescent tubes as necessary, applying appropriate health and safety regulations.
- To monitor energy consumption and report inconsistencies.

### **Miscellaneous**

- To work without direct supervision (eg during school holidays) and follow 'lone working' guidelines.
- To maintain confidentiality at all times.
- To take part in performance management arrangements.
- To be willing to undertake training as appropriate.
- To carry out risk assessments, where required, in line with these duties.
- To undertake any other duties of a similar level and responsibility as may be required.



**Tudhoe Learning Trust**  
**PREMISES MANAGER**  
**Person Specification**



Category	Essential	Desirable	Method of Assessment
<b>Education, Qualification &amp; Training</b>	Good basic numeracy and literacy.	Recognised safety qualification	AF / I
<b>Experience</b>	<p>Experience in a similar practical role</p> <p>Experience or skills in a trade.</p> <p>Understand and apply regulations such as health &amp; safety, manual handling, COSHH, Legionella etc.</p> <p>Competent at basic building repairs and maintenance.</p> <p>Basic skills in plumbing, painting and general maintenance.</p> <p>Be able to use small industrial, electrical and mechanical equipment.</p>	<p>Experience of working in an education setting</p> <p>Risk Assessment experience/qualification</p>	AF / I
<b>Attitude &amp; Ability</b>	<p>Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.</p> <p>Good IT skills.</p> <p>Sound planning and negotiating skills.</p> <p>Ability to gather information, analyse data and problem solve.</p> <p>Ability to manage own time effectively and demonstrate initiative including establishing priorities.</p> <p>Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.</p> <p>Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.</p> <p>Ability to adapt to changing and conflicting demands.</p>	<p>Ability to demonstrate an understanding of issues around working children.</p>	AF / I

	<p>Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health &amp; safety related policies.</p> <p>Ability to comply with Health &amp; Safety regulations to ensure that all duties are carried out safely.</p>		
<b>Personal Attributes</b>	<p>Good communication skills.</p> <p>Ability to be flexible and work as part of a team or individually as required.</p> <p>Ability to contribute to the life of the school.</p> <p>Flexible in response to the changing demands of the post</p> <p>Able to work to work at height, manage some lifting and carrying</p> <p>Willingness to take personal responsibility for standards of work</p> <p>Work independently</p> <p>Model acceptable behaviour</p>		AF / I
<b>Other</b>	Part time 22hrs whole time		n/a