



## Job Description

# Premises Manager

|                                     |  |                   |        |
|-------------------------------------|--|-------------------|--------|
| <b>Job purpose:</b>                 | <p>To have overall responsibility for the management of the school premises, site and associated facilities and to ensure all Health &amp; Safety policies/procedures are implemented.</p> <p>To oversee and monitor the work of external contractors on site.</p> <p>To be responsible for the development and management of other site staff</p> |                   |        |
| <b>Reporting to:</b>                | Finance and Health and Safety Manager and HR, Facilities and Communication Manager   |                   |        |
| <b>Responsible for - Staff</b>      | Caretakers/Cleaners/other site staff   |                   |        |
| <b>Liaising with:</b>               | Headteacher, Finance and Health and Safety Manager, HR, Facilities and Communication Manager, site staff, other teaching and support staff, external contractors   |                   |        |
| <b>Hours:</b>                       | 37 hours per week, full year, core working hours 8.00 am – 4.00 pm. Some flexibility will be needed in order to support the school with events out of hours and projects   |                   |        |
| <b>Contract:</b>                    | Permanent  |                   |        |
| <b>Base:</b>                        | Bedford High School  |                   |        |
| <b>Grade of post:</b>               | G8   | <b>Gauge ref:</b> | A23537 |
| <b>Disclosure level:</b>            | Enhanced   |                   |        |
| <b>Date:</b>                        | September 2020   |                   |        |
| <b>Conditions/Disclosure level:</b> | Post offer is subject to an enhanced disclosure, medical, relevant qualifications and references satisfactory to the school  |                   |        |

| Job Outline  |
|--|
| <ul style="list-style-type: none"> <li>To be responsible for ensuring the health, safety and security of the school buildings and site.</li> <li>To oversee and undertake regular security checks and risk assessments, reporting on how risks can be minimised.</li> <li>To manage and monitor fire safety equipment provision and to schedule fire drills.</li> <li>To be responsible for contractors while on site and ensure work is completed to the required standard and within the agreed budget</li> <li>To act as school health &amp; safety officer including proper accident reporting procedures.</li> <li>Arrange, monitor and/or conduct regular health and safety checks e.g. fire alarms, water sprinklers, legionnaire testing.</li> <li>To oversee the operation and maintenance of school site systems e.g. heating, cooling, lighting and security.</li> <li>To manage site/caretaking/cleaning staff including their recruitment, development and training.</li> </ul> |

- To develop policies and procedures relating to health, safety security and buildings maintenance in line with relevant legislation LA policies
- To be the main key holder and attend to call outs outside of normal working hours when required.
- To have overall responsibility for the designated budget in relation to repairs/maintenance, building activities and prepare costed plans and financial reports
- To liaise and negotiate with external contractors and/or LA.
- To have the lead responsibility for the planning, development and organisation of systems and procedures in order to record maintenance, building and security schedules advising the Finance Manager and HR Manager/Headteacher/SLT as required.
- To manage the letting function within the school including arranging cover for out of school hours activities.
- To provide advice on annual long term maintenance requirements to support a cost effective maintenance programme.
- To have overall responsibility for purchasing all premises related equipment and supplies within the agreed budget.
- To arrange tenders and quotes and manage the appointment of external contractors.

#### **Other Specific Duties**

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

To have due regard and comply with all school policies

To undertake training as required

To participate in personal and team reviews/meetings

To participate in annual appraisal and implement agreed targets

Develop good working relations with other colleagues and students

To contribute to the overall ethos/work/aims of the school

To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

#### **Health and Safety Training**

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

## Person Specification / Selection Criteria Premises Manager

### A. Experience

|   | Essential | Desirable | Source<br>A = Application<br>I = Interview<br>R = References<br>T = Task/Observation<br>P = Presentation |
|---|-----------|-----------|--|
| Significant experience of maintenance and security of buildings to a required standard                    | E         |           | A, I   |
| Experience of managing and implementing Health & Safety policies within a school or similar establishment | E         |           | A, I, P  |
| Experience of managing budgets  | E         |           | A, I   |
| Experience of managing staff  | E         |           | A, I   |
| High level of experience of liaising and negotiating with external contractors                            | E         |           | A, I   |

### B. Training and Qualifications

|  | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| Relevant Degree or equivalent level relevant experience                              | E         |           | A, I   |
| NEBOSH General Certificate or willingness to work towards within an agreed timescale | E         |           | A, I   |
| ILM or NEBS or equivalent level of experience  | E         |           | A, I   |

### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

|   | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Detailed understanding of COSHH regulations   | E         |           | A, I   |
| Full understanding of relevant policies, procedures, codes of practice and legislation in relation to health & safety | E         |           | A, I   |
| Detailed knowledge of Health & Safety at work   | E         |           | A, I   |
| Willingness to undertake further relevant training as required.   | E         |           | A, I   |

## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

|   | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Ability to compile management reports and complete relevant paperwork within agreed timescales                    | E         |           | I      |
| Ability to organise self and others   | E         |           | A, I   |
| Ability to use initiative to respond to and resolve long term problems  | E         |           | A, I   |
| Ability to develop and implement procedures and policies  | E         |           | A,I, R |
| Ability to establish constructive relationships with contractors, LA and outside professionals                    | E         |           | A, I   |
| Ability to communicate well with all members of the school community, school governors and senior leadership team | E         |           | A, I   |
| Ability to recognise the importance of ensuring a secure and safe environment for all users of the school         | E         |           | A, I   |
| Ability to supervise and manage a number of staff and work programmes   | E         |           | A, I   |
| The willingness to be generous in time and spirit   | E         |           | A, I   |
| A sense of humour and positive outlook  | E         |           | A, I   |
| A determination to succeed  | E         |           | A, I   |
| Energy, enthusiasm and flexibility  | E         |           | A, I   |
| A willingness to support the schools aim of strengthening links with the community                                | E         |           | A, I   |
| The ability to build and maintain effective relationships   | E         |           | A, I   |
| The ability to develop effective teamwork   | E         |           | A, I   |
| The ability to anticipate and solve problems creatively   | E         |           | A, I   |
| The ability to demonstrate loyalty and confidentiality  | E         |           | A, I   |
| The ability to prioritise and manage time effectively   | E         |           | A, I   |

## E. Legal Issues

|                                    | Essential | Desirable | Source |
|------------------------------------|-----------|-----------|--------|
| Legally entitled to work in the UK | E         |           | A, I   |