



## The Oaktree School & The Hermitage School

### Premises Manager

#### Post Details

This is a part-time or full-time position working across The Oaktree School and The Hermitage School site. 30 hours per week for 41 weeks per annum (term time plus two weeks).

Salary: The salary will be Surrey Pay Grade PS5 which is currently £21,169 to £23,367. Pro-rated salary will be £15,809 based on 30 hours a week and PS 5.1.

#### Job Purpose

The Premises Manager is responsible for ensuring that the premises and grounds of the site are maintained to the highest possible standard at all times. This will include a wide range of duties and responsibilities connected with the fabric and grounds of the school such as: security, Health and Safety, cleanliness, monitoring contracts/contractors, ensuring portage is undertaken, routine maintenance and refurbishment, advising the School Business Manager/Headteacher on suggested improvements to the general school environment, improving the productivity of site management and ensuring that pre-planned maintenance programmes are carried out. The Premises Manager must ensure the activities of the school can take place in a safe environment suitable for learning.

The Premises Manager is expected to be a fully participating member of The Oaktree School and Hermitage School community, and support the children and staff of the school in events and activities within the school as appropriate.

#### Main activities and Responsibilities:

The Premises Manager must ensure attendance on the school site throughout his/her period of duty. This will be split across The Hermitage School and The Oaktree School. The office staff should know his/her whereabouts and he/she must be easily contactable.

The Premises Manager is responsible for carrying out the duties below for The Oaktree School and The Hermitage School.

#### Management and Administration

- To be responsible for planning and managing a maintenance schedule in consultation with the School Business Manager, Headteachers and Caretaker
- 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 SBM
- To maintain a log of all inspections and checks carried out and planned
- 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 and arrange for the training of members of the Premises Team on their safe use
- 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 SBM with obtaining tenders and quotes
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the SBM
- To report team members absence to the SBM and Office Manager
- To attend weekly meetings with the School Business Manager (SBM), Headteachers and office team in which the priorities for the following week are discussed
- Respond to reasonable requests by the Headteachers/SBM
- Support office team on the front desk during busy periods
- Manage day to day premises issues in a timely manner
- Work closely with the school caretaker and premises team to ensure all duties are carried out

### **Health and Safety & Security**

- To ensure Health and safety policies are adhered to across the site
- Ensure that all work carried out is done with due regard to the Health and Safety Policies and Regulations
- Conduct a Health and Safety risk assessment of the site and keep appropriate records
- Carry out regular Emergency Evacuation Practices and keep appropriate records.
- Carry out accident investigation and emergency action.
- Test the fire alarm system weekly, ensuring that any defects are dealt with
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction
- Ensure that all fire-fighting equipment is located, tested and results recorded, as regulations require.
- Ensure that inflammable materials for use around the site are safely stored and advice is given on the storage of combustible materials
- Ensure that dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations
- Check and ensure play area's and outdoor equipment is maintained
- Organise the removal of rubbish from the site as and when necessary
- Provide safe access to the building and classrooms in the event of snow, minor floods and similar emergency situations e.g. gritting of premises in icy weather
- Ensure appropriate Legionella checks are carried out and recorded
- Keep the asbestos register up to date and ensure that all contractors sign the register
- Ensure the key holders attend to all matters relating to the alarm system and key holder information.
- Work in partnership with all members of staff, maintaining the security of the school site by being vigilant. Ensure the office staff are aware of persons working on the site.
- Ensure a DBS register is maintained for all contractors working on site and appropriate Health and Safety and Safeguarding procedures are complied with.

## **Services, Maintenance and Repairs**

- Oversee the maintenance and development of the school site, building and utilities, negotiating with private contractors, to achieve value for money where applicable.
- Ensure liaison with contractors while on site, working alongside the caretaker, monitoring progress of work and ensuring work is carried out to the appropriate standard and to Health and Safety regulations.
- Manage, schedule and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed advising management in order to ensure the most economical use of fuel and water
- To be responsible for project management on smaller projects
- Manage emergency repairs and maintenance of items, contacting and engaging contractors, obtaining quotes and keeping relevant records
- Ensure all contractors have the necessary certification and follow the necessary risk assessments as required by the school
- Ensure all contractors have suitable DBS clearance
- Ensure the correct signs are on display e.g. exit, first aid signs etc
- Manage internal and external maintenance to an agreed programme; possibly during the school holidays
- Ensure grounds are well maintained by liaising with grounds maintenance contractor and Premises team.
- Ensure that the Premises team keep playgrounds and paths in a satisfactory condition; ensuring snow is cleared and salt is used if needed.
- Ensure fuses, bulbs and fluorescent tubes are replaced when required
- Ensure annual PAT testing of electrical equipment is completed and keep accurate records
- Manage maintenance for school kitchen and caretaker's house
- Manage and resolve day to day premises issues in a timely manner.

## **ICT**

- Work alongside the IT contractor to ensure the effective management of IT resources within the schools and that Safeguarding is of the highest quality.
- Provide termly updates on the use of IT resources across the school
- Maintain school inventory including the recording of any additions and disposals during the year.
- To monitor and report IT issues as necessary in relation to whiteboards, computers and projectors and to carry out minor repairs as necessary i.e. changing projector bulbs

## **Cleaning and Hygiene**

Working alongside the caretaker to monitor and ensure the following are carried out

- Oversee the standard of cleaning and ensure the site is always clean and tidy
- Ensure a cleaning programme is followed throughout the school
- Arrange a deep clean, window and outside roof cleaning once a year, usually during the Summer Holidays
- Attend to emergencies during the day and clean areas e.g. floods, spillages, sickness etc adhering to health & safety procedures
- To ensure all cleaning materials and paper supplies for the toilets are ordered and always available
- Ensure prevention/removal of vermin in consultation caretaker and outside agencies

**Lettings**

- In liaison with the SBM/Headteachers participate in the promotion and management of the school's letting facilities
- Prepare the required accommodation in accordance with the lettings policy
- Ensure the security and cleanliness of the site on completion of the letting
- Ensure the hirer complies with the terms of the Lettings policy

**Training**

- To undertake training/attend courses as appropriate to carry out duties including all health and safety

A detailed description of the many tasks that a Premises Manager could be asked to do is prohibitive. Many of the tasks are subject to discussion between the Premises Manager and Headteachers/School Business Manager & Governing body