



WEST SUSSEX COUNTY COUNCIL EDUCATION DEPARTMENT

JOB DESCRIPTION

SITE AND PREMISES MANAGER

SECTION I

Location:	Sackville School, East Grinstead
Job Title:	Premises Manager
Grade:	6
Qualifications preferred:	Previous school caretaking experience desirable but not essential. Maintenance qualifications desirable but D.I.Y abilities and management skills essential.
Post accountable to:	Headteacher and subject to the supervisory authority and management of the School Business Manager.
Post responsible for:	Management and supervision of all school site, premises, maintenance, caretaking staff and liaison with cleaning supervisor (except where such staff are employed by a contractor).
Other major contacts:	Teaching and non-teaching staff, School Governors, Students, Education Caretaking and Premises Support Services Officer, and Maintenance/Service Contractors working on site.
Grievance Officer:	Headteacher

SECTION II Function or purpose

The Premises Manager will ensure that the whole school environment and support services are maintained at a satisfactory and acceptable standard for the full range of school and community activities. The Premises Manager will be required to oversee and monitor all maintenance work carried out at the site and to liaise with contractors as necessary. The Premises Manager will ensure that there is adequate and effective security of the school and its property. The Premises Manager will work with others to optimise the use of the school site.

Duties

Building Maintenance and Management

1. To organise, manage and participate in maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory. This includes duties set out in Appendices A, B and C
2. To organise, manage and participate in decoration programmes as agreed with the Headteacher/Business Manager.
3. To organise, manage and participate in minor improvement work, as agreed with the Headteacher/Business Manager.
4. To ensure that, either directly or by negotiation with contractors, repairs to the school's buildings are undertaken. (as agreed with Business Manager)
5. To be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal hours. (in conjunction with Business Manager)
6. To assist the Business Manager with the preparation of specifications, selection of tenderers and the adjudication of tender bids for minor works (school projects).
7. To liaise with contractors and to monitor the contract work and progress.
8. To be responsible for the operation of a preventative planned maintenance programme and for the routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
9. To be responsible for overseeing and monitoring the effective and efficient operation of the heating and boiler systems and to maintain the appropriate records.
10. To advise the Headteacher/Business Manager on matters relating to energy control and conservation.
11. To maintain monthly records of services consumption, e.g. water, electricity and gas.
12. To be responsible for the organisation, arrangements and monitoring of various related contracts including window cleaning.
13. To be responsible for maintaining systems of directions and signs throughout the premises. (eg Emergency signage)
14. To carry out fire alarm tests (weekly) as instructed by the Headteacher and to maintain the appropriate records.
15. To carry out fire evacuation drills (termly), as instructed by the Headteacher and to maintain the appropriate records.
16. To recommend, to the Business Manager, programmes of site and/or buildings improvements.
17. To assist with the Asset Management Plans and with the Development Plan of all site and school activities.

Caretaking and Cleaning

18. To assist in the preparation of any future School Based Direct Labour Organisation cleaning arrangements.
19. To assist with the interviewing, selection and appointment of site, premises, maintenance, caretaking and cleaning staff (except where such staff are employed by a contractor).
20. To ensure that there is adequate supervision of site, premises, maintenance, caretaking and cleaning staff, that the work is allocated fairly and that staff are deployed as necessary, to meet all the requirements of the school.
21. To organise and manage a shift system for the site team to cover the requirements of the school and to ensure the maintenance of a satisfactory premises and caretaking service at all times, especially when the school is in use.
22. To ensure that satisfactory levels of cleanliness and hygiene are maintained with regard to buildings, external walkways, drives, playgrounds, gullies, car parks, playing fields and gardens and ensure that all graffiti is removed promptly. (**Note:** See Section IV Hours of Duty).
23. To ensure that the external environment of the school is kept free of litter and weeds etc., and that pathways are gritted or salted when required during wintry conditions.
24. To be responsible for the organisation and movement of furniture and equipment within the premises and curtilage of the school.
25. To be responsible for ensuring the timely, satisfactory receipt, distribution, collection and despatch of goods.
26. To be responsible for and manage fuel, caretaking and cleaning supplies, and plant spares. To ensure maintenance of suitable records relating to these.
27. To ensure the responsible operation, care and maintenance of all equipment and tools associated with caretaking maintenance work and cleaning, and to ensure that proper safety standards and requirements are applied.
28. To ensure, in liaison with the Headteacher, that all staff under the Site and Premises Manager's control are instructed in Health and Safety at Work matters (including COSHH Regulations).

Security

29. To ensure adequate security of buildings and premises at all times and to comply with any special security requirements as laid down from time to time by the Headteacher/Business Manager. **N.B.** When other staff have free access to the premises the Headteacher shall lay down reasonable rules for observance by such persons for the security of the premises.
30. To maintain securely a full set of school keys and to operate the school key register system.
31. To recommend to the Headteacher any suitable and appropriate improvements to the security of the premises and to report any breaches of security.

32. To ensure that all items and equipment belonging to the school are security marked as required.
33. To monitor the security of the premises with the aid of security surveillance equipment.

Health and Safety

34. To assist the Health and Safety Officer (Business Manager) for advising the Headteacher on all relevant Health and Safety regulations and to advise on any issues contravening or affected by those regulations. To take responsibility for public safety, accident prevention, reporting and investigation, fire drills, alarms and/or systems.
35. To assist the school Health and Safety Governor by participation in termly school site walks.
36. To undertake safety audits of the premises including Risk Assessments, as required. These should be available for inspection, as necessary.
37. To ensure that all relevant Health and Safety rules and regulations (including the WSCC Code of Safe Working Practice for Caretaking Staff) are complied with by all staff under the Premises Manager's control.
38. To report the contravention of Health and Safety Regulations by contractors working on site that could be detrimental to health, safety and well-being of students, staff and visitors.
39. To oversee and monitor the programme of electrical testing of portable electrical appliances and to maintain the appropriate records.

School Activity Programmes

40. To assist the Business Manager with the development, management, administration and operation of the lettings system and the use of the school buildings by the local community. (internal and external)
41. To ensure that all licences relating to the use of and administration of the school premises are obtained when necessary. (ensuring appropriate licences are on display for functions)
42. To assist all staff in the co-ordination of all uses of the school site. (Operations and set up)
43. To assist in the preparation of the premises for school events, reception of visitors, car parking etc.
44. To organise and administer the use and maintenance of all school vehicles, and to carry out driving duties when required by the School.
45. To liaise with the school catering team and Business Manager to coordinate maintenance, cleanliness and set up of the kitchen and dining facilities in relation to their use and service.

Gardens and Grounds Maintenance

46. To support the school Groundsman, to ensure the premises are maintained to the required standard.
47. To liaise and assist with the work load, where necessary (safety requirements)

General

48. To maintain all relevant logs, records and information as required by West Sussex County Council.
49. To be responsible, in conjunction with the Business Manager, for the administration and control of the building maintenance, grounds maintenance, caretaking and cleaning budgets. To assist in achieving of appropriate financial targets and to warn of any potential situations that may have a significant effect on the budget.
50. To be responsible for the staff development and training needs of all staff under their supervision. To attend meetings, training courses, study days and fire lectures, as appropriate, in order to carry out their own duties.
51. To liaise with the management and instigate new systems and methods of working when required.
52. To advise and support the Business Manager in respect of the site and buildings, in order to provide reports for the Governing Body.
53. To undertake such other duties appropriate to the post as may, from time to time, be required to ensure the smooth and efficient running of the school, as directed by the Headteacher/Business Manager.

SECTION III Organisation relationships

1. The Premises Manager is accountable to the Headteacher/Business Manager.
2. The Premises Manager is subject to the supervisory authority and management of the Deputy Headteachers or other senior officer appointed by the Headteacher as appropriate.
3. The Premises Manager is responsible for the management and supervision of all site, premises, maintenance, caretaking and liaison with cleaning supervisor for cleaning staff employed at the school. In addition, is responsible for the allocation, organisation and operation of all maintenance, and caretaking duties carried out by such staff (except for cleaning staff or where such staff are employed by a contractor).
4. The Premises Manager will seek advice and liaise with the Education Caretaking and Premises Support Services Officer.

SECTION IV

Hours of Duty: Basic number of hours will be 37 per week. (between hours 7 am and 7pm, on a shift basis) (**N.B.** Hours of duty may have to be varied from time to time to meet the needs of the school). The nature of the post warrants the occupant being on call as required, on a rota basis.

Additional Duties Every third weekend be available for lettings of the school site. Overtime paid (Doc 33)

Annual Leave: 23 days per year (27 days per year after 5 years' service). Annual Leave may be taken after prior consent and agreement of the Business Manager has been given.

Driving Licence: The post-holder will be required to have a full and

current driving licence.

Confidentiality: The Premises Manager is required to respect the confidentiality of all matters relating to the school, school policies, students, and staff.

Probationary Period: The post is subject to a satisfactory completion of a six month probationary period.

Note: THIS POST IS SUBJECT TO A DISCLOSURE AND BARING SERVICE RECORD CHECK