



# St Wilfrid's CE Primary School

Headteacher: Mr Simon Hateley

Eastern Road, Haywards Heath, West Sussex RH16 3NL

Telephone: 01444 413707

Email: office@stwilfrids-hh.school

**POSITION:**

**GRADE:**

**ACCOUNTABLE TO:**

**SITE RESPONSIBLE FOR**

Premises Manager

NJC Grade 7 (Point 23-26)

Head Teacher

St Wilfrid's CE Primary School

Eastern Road, Haywards Heath, West Sussex

## MAIN PURPOSE

To work proactively under the direction of the Head Teacher or other nominated member of staff, to provide an effective Premises Management service in all matters relating to the satisfactory operation of the school's buildings, grounds and equipment at our school including maintaining high levels of cleanliness, general maintenance, security and Health and Safety, acting as an advisory and support service to the Head Teacher.

Responsibilities for the management of premises related Health and Safety records across sites. To contribute to the overall ethos/aims of the school.

## MAIN DUTIES

### Security

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
2. To lock / unlock the school building and exteriors on a daily basis
3. Act as the designated key holder for the school premises, providing emergency access to the School under the direction of the Head Teacher
4. To liaise with police, security and surveillance contractors when necessary and under the direction of the Head Teacher
5. To provide supervision and support to the Assistant Premises Manager

### Maintenance

6. Working with the Head Teacher and Bursar, provide advice on the annual long term maintenance requirements to support a cost effective maintenance programme
7. To undertake minor appropriate repairs, (i.e. not requiring qualified craftsman) as agreed
8. To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory
9. To organise and carry out minor decoration programmes as agreed with the Head Teacher





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10. To organise and carry out minor improvement work, e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Head Teacher
11. To operate and maintain heating plant and lighting systems
12. To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
13. To undertake regular maintenance and safety checks, completing required paperwork
14. To collect and assemble waste for collection by disposal agents
15. To oversee cleaners ensuring a high standard of cleanliness
16. To undertake cleaning duties as necessary, i.e. removal of graffiti, litter and specialised cleaning tasks
17. To co-ordinate and accept deliveries to the School site where necessary
18. To monitor performance of contractors and record performance against specified standards
19. To ensure the cleanliness and safety of School grounds, i.e. leaf disposal, playground/pathway/snow clearance
20. To liaise / oversee onsite contractors, checking that work is completed to the required standards within required timescales
21. To ensure specialised sports equipment is maintained in accordance with specified standards
22. Responsible for overseeing for general maintenance inspections within specialist areas, such as heating, lighting and plumbing to ensure safe and effective operation (including CCTV and alarms)

## Resources

23. To advise on matters relating to energy control and conservation
24. To contribute to planning, development and organisation of systems/procedures/policies/plans
25. To create and maintain a purposeful, orderly and productive working environment
26. To ensure timely and accurate design, preparation and use of specialist equipment/resources/materials/records
27. To undertake safety audits of the premises and assist with relevant risk assessments as required
28. To provide training to staff as required on premises and Health and Safety related matters
29. To promote and ensure the health and safety of pupils, staff and visitors at all times
30. With the Head Teacher and Bursar, manage and monitor premises related expenditure





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## Organisation and Supervisory/Managerial

31. To demonstrate and assist in the safe and effective use of specialist equipment/materials
32. To provide specialist advice and guidance as required
33. To supervise and line manage Caretaking staff as appropriate
34. To provide portaging duties, e.g. moving furniture and equipment on and between sites where necessary
35. To assist the Head Teacher in the management, administration and operation of the lettings system
36. To monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
37. To direct/supervise cleaning staff and ensure cleaning is in accordance with specification
38. To liaise with the School meals service contractors in relation to their use of the site and provision of their service, where appropriate
39. To line manage and support the Assistant Premises Manager

## Responsibilities

40. To attend quarterly Governor Resources Committee meetings and provide briefing papers and reports as required
41. To be responsible for maintaining records, information and data, producing analysis reports as required
42. To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
43. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
44. To participate in training and other learning activities as required
45. To recognise own strengths and areas of expertise and use these to advise and support others
46. To assist in the supervision, training and development of cleaners and caretakers at the School when required
47. To ensure compliance by self and others with all health and safety policies and procedures
48. To ensure safe use by self and others of equipment and materials
49. To establish constructive relationships and communication with contractors and other agencies/professionals





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50. To be responsible for the administration and control of the premises maintenance/resource budget
51. To attend and participate in regular meetings
52. To treat all users of the School with courtesy and consideration
53. To present a positive personal image, contributing to a welcoming School environment which supports equal opportunities for all
54. To promote and ensure the health and safety of all pupils, staff and visitors, (in accordance with appropriate health and safety legislation) at all times
55. Undertake risk assessment, ensure compliance within the school with health and Safety including COSHH regulations
56. Carry out any other duties, commensurate with the post, which from time to time may be necessary for the good order of the School, as directed by the Head Teacher

## GENERAL

- Remain up to date with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice. This may include attendance at external events and conferences to be able to contribute proactively to changes to and developments of new processes
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To participate in training and other learning activities as required
- To recognise own strengths and areas of expertise and use these to advise and support others
- To ensure safe use by self and others of equipment and materials
- To establish constructive relationships and communication with all stakeholders, both internal and external
- To attend and participate in regular meetings
- To treat all users of the School with courtesy and consideration
- To present a positive personal image, contributing to a welcoming School environment which supports equal opportunities for all
- To promote and ensure the health and safety of all pupils, staff and visitors, (in accordance with appropriate health and safety legislation) at all times
- Carry out any other duties, commensurate with the post, which from time to time may be necessary for the good order of the School, as directed by the Head Teacher







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Signed - Post Holder	Date	Signed – Line Manager	Date

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.





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## PERSON SPECIFICATION – PREMISES MANAGER

### Qualifications/Training

- NVQ 3 or equivalent qualification
- Good numeracy/literacy skills/GCSE (or equivalent) Maths and English
- Specific training in specialist area
- Willingness to undertake induction training

### Experience

- Handyperson experience
- Caretaking/cleaning/site-keeping experience in a school or similar environment
- Supervisory experience desirable

### Skills and Abilities

- Willingness to develop knowledge and use of ICT and other specialist equipment/resources
- Working knowledge of relevant policies/codes of practice legislation
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Knowledge of Health & Safety procedures and precautions
- Knowledge of COSHH regulations
- Awareness of health and hygiene procedures
- Knowledge of moving and handling procedures
- Willingness to participate in development and training opportunities
- Team-leading skills





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## Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

## Other Requirements

- Undertake general *portage* duties including moving furniture and equipment

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