

CORNWALL COUNCIL

School based

JOB DESCRIPTION

Job Title:	Assistant Premises Manager
Grade:	G
Hours:	37
Responsible to:	Operations Lead
Direct Supervisory Responsibility for:	Maintenance staff including Caretakers, Groundspeople.
Indirect Supervisory Responsibility for:	Contract Cleaning Staff, other contract maintenance/grounds staff.
Important Functional Relationships	<u>Internal:</u> Headteacher, School Senior Management Team, Staff, Pupils, Governors. <u>External:</u> Parents, Cornwall Council technical advisers, maintenance contractors, suppliers of goods and services, members of the public.

Main Purpose of Job:

To support the Operations Lead for responsibility for for all aspects of the School site management and premises and staff, to ensure the cleanliness, safety and security of the school buildings and grounds at all times.

To contribute to school decisions regarding premises management and development.

Main Duties and Responsibilities:

1. To support the Operations Lead in ensuring security arrangements of the premises, including ensuring that staff are aware of the procedures on security and the use of alarm systems, that there is an appropriate system of keyholding management, that periodic reviews off site security are conducted and that appropriate progress action is followed through.
2. To deputise for the Operations Lead in their absence
3. To supervise and assist in major periodic cleaning activities.
4. To undertake ad hoc maintenance tasks as needed and within defined Health and Safety procedures
5. To schedule maintenance work in accordance with maintenance schedules and set routine programmes of work for cleaning staff, caretakers, premises and grounds maintenance staff to ensure consistently high standards of hygiene, cleanliness, upkeep and safety of all school buildings and premises.

6. To maintain records relating to all maintenance and premises work
7. To prioritise a busy workload and be reactive to changing circumstances
8. To ensure all requests for reactive maintenance are appropriately logged and work is prioritised and scheduled as needed, with the support of the Operations Manager.
9. To be oversee the upkeep of playing fields, gardens, all weather surfaces and land drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way within the school premises.

To facilitate the letting of the school premises to outside organisations and school staff.

10. To advise on the security of buildings during periods of lettings and to ensure appropriate heating arrangements are made to meet lettings demands.
11. Monitoring first aid and emergency supplies and equipment and maintaining the premises in a safe and healthy condition and to a high standard, with the support of the Operations Lead.
12. To ensure the maintenance and periodic checking of fire and other safety equipment as detailed in the Fire Safety log book. To ensure that all fire extinguishers are in working order, that hoses and fire blankets are in a usable condition, and faulty equipment is promptly replaced.
13. To undertake the operation and periodic checking of the fire alarm system and equipment as detailed in the Fire Safety log book. To provide support and maintain and records of regular fire drills.
14. To monitor the safe storage and control of any potentially harmful materials and chemicals used within the School and ensure that such materials are appropriately marked and signposted.
15. To monitor risk assessments and ensure reviews are completed and the necessary checks are in place to meet audit requirements.
16. To be responsible for the planned and ad hoc maintenance and upkeep of the premises and equipment including the required safety checks. To liaise with the appropriate Cornwall Council officers on all aspects of maintenance.
17. To determine whether maintenance should be undertaken in-house or by commissioned contract services and to assist in the selection of contract services where appropriate, through consultation with the Operations Lead.
18. To contribute to specifications, monitoring and review of all major contracts and services and to undertake appropriate administrative processes for specifying and letting minor contracts in accordance with established guidelines.
19. To liaise with client nominated officers as directed.
20. To be responsible for ensuring the safe and efficient operation of all premises-related mechanical, electrical, heating services and other plant, including ensuring the completion of all annual portable appliance testing, monitoring and recording of meter readings/returns as required and ensuring adequate fuel supplies.

21. To be responsible for the line management of caretakers and all premises and grounds maintenance staff, to include participating in their recruitment and selection, identifying their training needs and drawing up their programme of work.
22. To ensure appropriate staffing levels and deployment of staff in all premises-related departments.
23. To be responsible for the ordering and checking of invoices, and keeping stock records of all equipment and tools within the postholder's sphere of responsibility.
24. Where external contractors/inspectors are employed, to monitor work and certify that work has been done satisfactorily.
25. To attend meetings of the Governors Building Committee and site meetings as necessary.
26. To be responsible for devising, reviewing and updating the school/college disaster recovery plan through consultation with the Business Manager, and to ensure such procedures are clearly communicated to all staff and members of the school management team.
27. To respond to emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by the Head or his deputy.
28. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, COSHH, Data Protection).
29. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
30. To be responsible for your own continuing self-development, undertaking training as appropriate.
31. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: July 2023
Job Description Prepared by: Deputy HR Manager

PERSON SPECIFICATION

Job Title: Assistant Premises Manager

Department: School based

Person specification prepared by: HR Manager

Date: September 2022

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	A minimum of 3 years practical experience of building and grounds maintenance work. A minimum of 12 month experience of managing staff.	5 years experience of building and grounds maintenance work in a school/college or similar environment.	Application form. Interview.
<u>Education & Training</u>	Attainment of 'A' level qualifications or equivalent (or extensive relevant work experience as an alternative). Attainment of suitable trade qualification/ NVQ level 3 in relevant field.	Basic first aid training & qualification. Health & Safety and COSH training. Lifting & manual handling training.	Application form.
<u>Special Knowledge & Skills</u>	Management and organisational skills. Knowledge of building construction & maintenance.		Interview.
<u>Any Additional Factors</u>	Self-motivated & enthusiastic. Team worker. Ability to work on own initiative. Ability to communicate at all levels. Practical approach, able to work to tight deadlines.		Interview.