



PENRYN COLLEGE

JOB DESCRIPTION

Job Title: Assistant Premises Manager

Grade: G - £25,448

Hours: 37 hours per week

Responsible to: Premises Manager

Direct Supervisory Responsibility for: Cleaning Staff

Indirect Supervisory Responsibility for: Maintenance / Grounds Staff

Main Purpose of Job:

To support the Premises Manager in taking responsibility for all aspects of the School site management and premises and staff, including cleaning and supervision of cleaning 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.

Duties and Responsibilities:

1. To support the Premises Manager in ensuring security, maintenance and cleaning arrangements of the premises, including ensuring that staff are aware of the procedures on security and the use of alarm systems.
2. To develop and maintain database of contractors and ensure arrangements are in place for maintaining statutory compliance as well as preventative and reactive maintenance schedules for the site infrastructure.
3. To contribute to developing 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
4. To supervise and assist organising and facilitating all site cleaning activities and ensuring the school cleaning and hygiene levels are maintained to a high standard at all times.
5. To undertake ad hoc maintenance tasks as needed and within defined Health and Safety procedures
6. To help 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.

7. To facilitate the letting of the school premises to outside organisations and school staff.
8. To manage the levels of consumables across the school including ordering and ensuring levels are topped up across the school.
9. To ensure the maintenance and periodic checking of fire and other safety equipment and systems as detailed by fire regulations and good industry practice and to maintain records of the same.
10. To monitor the safe storage and control of any chemicals used within the School and ensure that such materials are appropriately marked and signposted in accordance with COSHH and other H&S regulations.
11. To monitor risk assessments and ensure reviews are completed and the necessary checks are in place to meet audit requirements.
12. To engage with and manage external contractors.
13. To be responsible for the supervision of caretakers and all cleaning staff, to include participating in their recruitment and selection, identifying their training needs and drawing up their programme of work.
14. To respond to emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by the Head or her deputy.
15. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Penryn College policies /Code of Conduct and national legislation (e.g. Health and Safety, COSHH, Data Protection).
16. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
17. To be responsible for your own continuing self-development, undertaking training as appropriate.
18. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: October 2025

Job Description Prepared by: HR Manager



PERSON SPECIFICATION

Job Title:

Assistant Premises Manager

Person specification prepared by: HR Manager

Date:

October 2025

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