

## **Job Description: Premises Manager**

**Reports to:** Principal  
**Start date:** October/November 2020  
**Hours of work:** Full time hours (6am-2pm)

### **The Role**

As Premises Manager, you will play an integral role in ensuring Ark Pioneer Academy is a safe, inviting and positive learning environment for pupils, staff and visitors by ensuring the highest quality of site maintenance and management.

### **Key responsibilities**

#### **Buildings and Grounds Maintenance**

- To be responsible for the maintenance of the academy building, grounds and utilities and establish and operate an agreed programme of planned preventative maintenance
- Regularly assess the condition of the building, reporting any defects and assessing the nature and extent of any repair work required
- Operate the Building Management System (BMS) ensuring it is running efficiently, using it to maximise energy conservation and identifying and rectifying any issues
- Manage all utilities in order to ensure quality of service and cost-optimisation.
- Take responsibility for the ordering, receiving, safe storage and delivery of goods and equipment, maintaining an up to date inventory

#### **Health, Safety and Security**

- Take responsibility for the safe unlocking and locking of the premises
- Act as the first key holder, which may include being called outside of normal working hours so that safety and security is maintained
- Ensure building and grounds are kept free from fire and other such hazards
- Carry out regular inspections and tests of fire and intruder alarm systems in line with legislation
- Ensure that risk assessments are up-to-date and implement any action plans to rectify deficiencies
- With the Ark Regional Site Team, ensure compliance with Health and Safety legislation and guidance
- Ensure recommendations arising from health and safety audits, water risk assessments and regular maintenance inspection are acted upon – under supervision of the Principal
- Act as an academy first aider
- Make safe any hazards on site, reporting any hazards or defects which cannot be resolved
- Manage and supervise contractors whilst they work on site
- Ensure systems are in operation to keep the academy secure, including CCTV, entry systems and intruder and fire alarms, making sure these are set when the academy is closed

#### **General Caretaking**

- Replenish caretaking consumables (e.g. paper towels, soap, toilet rolls, hand sanitiser) and ensure stocks are held securely for use in academy
- Move furniture and stage equipment as directed by the Principal

- Cover ad hoc cleaning and maintenance requirements for both internal and external areas as required, ensuring a hygienic and safe working environment for staff, pupils and visitors to the academy.

### **Lettings**

- Liaise with external lettings company to ensure safe hand over of premises
- Work with Principal to train lettings staff as required on fire systems/alarms/building use
- Regularly assess the condition of the rented areas including pitches, reporting any defects and assessing the nature and extent of any damage

### **Customer Care**

- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the academy's ethos and values
- To present high standards of personal appearance in accordance with the academy's ethos and values.

### **Other**

- Carry out other reasonable tasks as directed by the Principal
- To work with the Regional Ark Team & the Principal to plan and review progress

## **Person Specification: Premises Manager**

### **Qualification Criteria**

- Right to work in the UK
- IOSH certification desirable but not essential
- Relevant First Aid qualification is desirable but not essential

### **Experience**

- Experience in building maintenance or other relevant experience, ideally within an educational setting
- Ability to organize, manage and supervise the work of others
- Knowledge of and experience of using Building Management Systems
- Experience in the management of service and maintenance contracts
- Understanding of key regulations (such as health & safety, fire and manual handling) and the ability to apply these regulations
- Ability to use computer control systems (BMS) and standard Microsoft Office packages
- Skills in plumbing, electrical work, carpentry/joinery, painting and glazing, desirable but not essential

### **Personal Characteristics**

- Genuine passion for and a belief in the potential of every pupil
- Deep commitment to the Ark mission of providing an excellent education to every pupil, regardless of background
- Excellent team leader capable of managing, motivating and developing a team
- Resilient team-player with a 'can-do' attitude who takes initiative
- Organised and self-motivated with the ability to prioritise tasks, juggle multiple priorities and work calmly under pressure
- Strong commitment to providing a high quality service
- Communicates tactfully and effectively with people at varying levels
- Relishes the challenges a school environment can generate on a day to day basis

### **Other**

- The post holder must be able to meet the physical demands of the role
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS disclosure

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*