**Job Description: Premises Manager**

**Reporting to: Operations Manager**

**Location: Ark Tindal**

**Contract: Permanent**

**Working Pattern: Full Time, year round**

**Salary: Ark Support Scale 8: Pay Points 20 - 28: £25,991 - £32,234**

The Role

As Premises Manager, you will lead the team responsible for ensuring the Academy is a safe, inviting and positive learning environment for students, staff and visitors. You will also guide the school to run as efficiently as possible following good sustainable principles.

You will be responsible for the management and operation of premises-related functions at the academy including buildings and grounds maintenance, security, cleaning, health and safety, lettings of our facilities and contractors.

Key Responsibilities

**Health, Safety and security**

* Comply with the requirements of the Health and Safety at Work Regulations and take reasonable care for the health & safety for everyone onsite
* Take the lead on first aid within the academy
* Manage the Premises Team (including overseeing the management of cleaning staff), to ensure that there are always sufficient staff on site to provide for the day-to-day requirements and respond to any premises matters arising. Manage out of hours cover, investigate and respond to emergency call-outs as needed.
* Be responsible for general security and access control at all times, which may include being called outside of normal working hours to deal with security problems or emergency repairs
* Manage and supervise contractors while working on the academy site operating a permit to work system as required, ensuring safeguarding requirements are met
* Keep up-to-date with changes in relevant health and safety law, fire and building regulations, ensuring prompt compliance, implementation and monitoring of regulations
* Be responsible for repairs and general maintenance and ensure that they are carried out within the delegated budget. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements
* Ensure that risk assessments and management plans are up to date and implement any action plans to rectify any deficiencies identified
* Ensure all PPM checks are done in a robust and timely manner
* Ensure fire risk assessments are in place and reviewed regularly and that appropriate fire safety and evacuation measures are in place and the academy is safe.

Grounds Maintenance

* Be responsible for the maintenance of all Academy buildings, grounds and utilities, and establish and operate an agreed program of planned preventative maintenance using the building management system, ensuring that repairs and remedial works are carried out in-house, calling on contractors if required.
* Ensure that all mechanical, electrical and public health installations are fully operational and manage all utilities, in order to ensure quality of service and cost-optimisation

Lettings

* Oversee all lettings, carrying out appropriate induction for hirers including fire evacuation procedures, to ensure safe and efficient use of the site, resolving issues as they arise. To report any abuse of the letting system to the Operations Manager.
* Ensure that the facilities being hired are prepared and set out for hire in accordance with the hire agreement and that the area is clear and clean ready for Academy use afterwards.
* Ensure there is a member of the premises team on site for the letting who is appropriately trained.

Other

* Undertake other various responsibilities as directed by Operations Manager or the Headteacher.

**Person Specification: Premises Manager**

Qualification Criteria

* IOSH certification (desirable)
* Relevant first aid qualification (desirable)
* Relevant Health and Safety qualifications and/or willingness to undergo training as required

Knowledge, Skills and Attributes

* Experience in building maintenance or other relevant experience, ideally within an educational setting
* Knowledge of and experience of using building management systems (such as Every) and MS Office
* Experience in the management of service and maintenance contracts and supervising contractors
* Experience leading, coaching and motivating staff, ensuring professional development and effectively challenging and managing any underperformance
* Understanding and ability to apply regulations (such as health & safety, fire, manual handling regulations)
* Skills in plumbing, electrical work, carpentry/joinery, painting and glazing
* Must be able to meet the physical demands of the role

Personal Characteristics

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
* Belief that every pupil should have access to an excellent education regardless of background
* Excellent interpersonal & communication skills, able to motivate and manage others effectively
* Professional outlook, detailed orientated and able to multi task and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement
* Good sense of humour

Other

* Commitment to the safeguarding and welfare of all pupils
* This post is subject to an enhanced Disclosure and Barring Service check
* To undertake any other responsibilities as directed by the Line Manager or the Headteacher
* To attend training appropriate to the post

*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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.