

## Job Description: Premises Manager

<b>Reporting to:</b>	<b>Operations Manager</b>
<b>Location:</b>	<b>Ark Oval Primary Academy</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>Full time, 36 hours a week.</b>
<b>Salary:</b>	<b>Ark Support Band 8, pay points 19 – 24 £30,903 - £33,512</b>

### 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 help the Academy 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, and record keeping. You will manage all premises-related contractors and contracts and play a key role in the day-to-day implementation of the Academy's Health & Safety Policy.

### Key Responsibilities

#### Supervision

- Manage the Premises Team (including directly employed 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 and supervise contractors while working on the Academy site, operating a permit to work system as required and ensuring safeguarding requirements are met.

#### Health, Safety, and Security

- Comply with the requirements of the Health and Safety at Work etc Act 1974 and take reasonable care for the health & safety for everyone onsite.
- Keep up to date with changes in relevant health and safety law, fire and building regulations, ensuring prompt compliance, implementation, and monitoring of regulations.
- Ensure that risk assessments and management plans are up to date and implement any action plans to rectify any deficiencies identified.
- 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.
- Ensure that H&S audits are in place with any actions closed out promptly
- Act as a first aider and fire warden.
- Oversee the security of the Academy and ensure that the Academy is properly locked and alarmed when unoccupied.
- Ensure the Academy can be accessed during opening hours and provide access to the Academy in an emergency (which may include being called outside of normal working hours) to deal with emergencies.
- Available to work flexibly outside of normal hours if required for specific events.

#### Maintenance

- Manage repairs and general maintenance across the Academy's site, ensuring it is maintained in a good state of repair and appearance and that that works are carried out within the budget.
- Obtain best value for money by carrying out repairs in-house where this can be done safely and efficiently taking into account competence and available equipment.
- Obtain best value for money by procuring works from third parties in accordance with the Procurement Code of Practice.
- Promptly identify and resolve any areas requiring repair which are a source of danger to others or affect the security of the building.
- Oversee an agreed program of planned preventative maintenance and other regular housekeeping tasks, monitoring this using the Every/Concerto systems.
- 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.
- Manage the Academy's relationship with contractors (relating to premises), ensuring that contractual obligations are fulfilled, and identifying and working to resolve any performance issues.

### **Portering & Setups**

- Receive and process deliveries, taking them to the appropriate place within the Academy.
- Prepare rooms for lessons/meetings/events, setting out or putting away furniture as required and ensuring rooms are clean and presentable.

### **Lettings**

- Act as the Academy's point of contact for any ad hoc lettings ensuring that security and health and safety requirements are in place.

### **Other**

- Supporting the staffing of student entrance/exit points at the start and end of the school day.
- Liaise with the Regional Facilities Manager in the Ark Central Estates Team and seek support and guidance when required.
- Play an active role in meetings with other Premises Managers within Ark Schools chaired by the Regional Facilities Manager.
- Undertake other responsibilities as reasonably directed by the Principal or Operations Manager.

# Person Specification: Premises Manager

## Qualification Criteria

- Qualified to A-level or equivalent
- GCSE at grade C or above (equivalent) in Maths and English
- IOSH Managing Safely (desirable)
- HSE First Aid at Work (desirable)
- Other relevant health and safety qualifications and/or willingness to undergo training as required.

## Knowledge, Skills and Attributes

- Experience in building maintenance, ideally within an educational setting.
- Skills in basic decorating, plumbing and handyman tasks.
- Skills in electrical, carpentry/joinery and glazing tasks (desirable).
- Knowledge of and experience of using Windows and MS Office.
- Knowledge of and experience of using a CAFM system (desirable).
- 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 (e.g. HASAW, PUWER, LOLER etc.)
- Able to meet the physical demands of the role including working at height and manual handling.

## Personal Characteristics

- Excellent interpersonal & communication skills, able to motivate and manage others effectively.
- Professional outlook, detailed-orientated and able to multitask 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.
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and an understanding of how and when to take appropriate action.

## Values

- Genuine passion for and a belief in the potential of every pupil
- Commitment to the safeguarding and welfare of all pupils
- Belief that every student should have access to an excellent education regardless of background.

## Other

- 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 Principal

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*