

London Borough of Waltham Forest

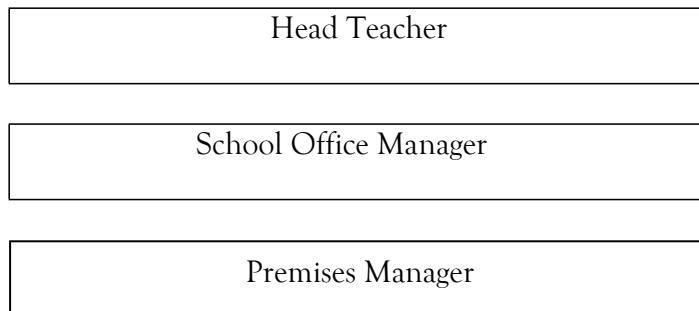
St Patrick's Catholic Primary School
Longfield Avenue, Walthamstow, London, E17 7DP

Job Description

Job Title:	Premises Manager
School:	St Patrick's Catholic Primary School
Salary:	Scale 6(NJC 18-22) £27,978 - £30,048 (inclusive of London Weighting)
Responsible to:	Headteacher
Line Manager:	School Office Manager
Supervisory responsibility for:	Cleaners
Hours of Duty:	Hours: 36 hours Monday to Friday, 52 weeks p/a Approx. core time: 6.00AM - 6.10PM (6:00am-9:50am, 2:50pm-6:10pm)
Any Special Conditions of Service:	The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the School
DBS Disclosure Level	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



Job Purpose

To provide an efficient, healthy and safe range of site support services including key holding, security, letting and janitorial duties and supervise the general maintenance and cleaning of the school. Be responsible for the maintenance of a clean and hygienic school interior.

Key External Contacts

- Contractors and suppliers
- Facilities providers
- Parents
- General Public

Key Internal Contacts

- Head Teacher/Nominated Representative
- Assistant Site Services Officer
- Cleaners
- Staff
- Pupils

Main Tasks, Duties and Responsibilities

1 Key Activities - Operational

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site

Maintenance

- Undertake appropriate building repairs e.g. redecorating and fixing broken fittings
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration and improvement work e.g. erecting shelves, notice boards, bookshelves, fixing doors, painting and fixing hinges etc. as agreed with the head teacher
- To be responsible for routine inspections of the buildings and planned preventative maintenance programmes for, fixtures, fittings, furniture, premises and grounds; to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Undertake regular site inspections within an agreed programme
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter-picking
- Coordinate deliveries to the school site
- Monitor performance of service contracts and record performance against specified standards
- Liaise with contractors as directed
- Supervision of other cleaners
- Provide training for staff

2 Key Activities - Resources

- To advise on matters relating to energy control and conservation
- Be responsible for maintaining records, information and data, producing reports as required
- Create and maintain a orderly and productive working environment
- To assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

3 Key Activities - Organisation & Supervisory

- Demonstrate and assist in the safe and effective use of specialist equipment/materials where relevant
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assist the headteacher in the management and operation of lettings system
- Monitor and manage stock within an agreed budget
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the headteacher
- Liaison with the school meals service contractors in relation to their use of the site, where appropriate.

4 Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Assist in the supervision, training and development of staff
- Establish constructive relationships with contractors and other professionals
- To be responsible, in conjunction with the Bursar, for the administration and control of appropriate areas of the budget
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all

Other

1. Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
2. To work accurately and to strict deadlines with a professional approach incorporating confidential matters and protection
3. To participate in and respond to Performance Management and associated outcomes
4. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder
5. To familiarise and be confident in following the Child Protection procedures of the school and alerting the Headteacher or DHT of any concerns
6. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation

7. Carry out duties and responsibilities in accordance with St Patrick's Health and Safety Policy and relevant Health and Safety legislation
8. At all times carrying out responsibilities/duties with the framework of the Equal Opportunities Policy.

Secondary Duties

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Headteacher/Line Manager commensurate with the skills, abilities and grade of the post.

To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role and needs of the school, as may be determined by the school.

Job Description prepared by: _____ Date: _____

Agreed by Post Holder: _____ Date: _____

Premises Manager

Person Specification

Premises Manager – Level 3

Person Specification

1. Experience

- Experience of carrying out building maintenance work, within the reasonable capacity of a normal handyperson in a school or similar environment
- Experience of keeping work records

2. Qualifications

- Good numeracy/literacy skills
- NVQ 2 OR equivalent qualification desirable

3. Knowledge, Skills and Abilities

- Ability to relate well to children and adults
- An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment
- Knowledge of moving and handling procedures
- Willingness to develop knowledge of use of ICT and to participate in development and training opportunities
- Ability to undertake a range of caretaking and cleaning duties
- Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate good inter-personal skills to communicate with a range of people
- Ability to provide high quality supervision, training and support to Assistant Site Services Officer and/or cleaning staff
- Ability to inspect and record the work of others
- Ability to work effectively and supportively as a member of the school team
- Ability to demonstrate commitment to Equal Opportunities