

Opportunity at Opossum Federation

Premises Manager Required

Workplace:	Opossum Federation contract – Dawlish Primary School, Newport School, Oakhill Primary School & Thorpe Hall Primary School
Start Date:	ASAP
Salary:	Scale PO6 Point 40 - 43
Hours:	Monday to Friday – 36 hours per week Shifts between 7am – 6.30pm All year round <i>A flexible approach to working hours is required. While core hours are 36 per week, start and finish times may be staggered between 7 am and 6.30 pm to meet operational requirements (e.g. absences, seasonal maintenance, or school events). Shift patterns will be agreed in advance, and reasonable notice will be provided for any permanent changes.</i>
Responsible to:	Permanent Position Nominated Manager
Responsible for:	Line Manager to SSO Team & may supervise a small team of Cleaners

We believe that all pupils deserve high quality education, which engages, inspires and challenges; so that everyone meets their full potential. We strive to create safe and happy learning environments, which promote independence and high expectations of all. We are committed to providing opportunities, which promote open mindedness, empathy and celebration of the rich and diverse communities which we serve; so that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

We are seeking to appoint an enthusiastic and proactive Premises Manager to work as a member of our team.

We are looking for someone who:

- **Prioritises Safety:** Has a positive outlook and ensures that the safety and well-being of children are a priority at all times.
- **Is Experienced:** Has several years of experience in maintenance or caretaking roles, ideally as a senior lead within a school or similar environment.
- **Communicates Effectively:** Demonstrates strong written and verbal communication skills to liaise daily with Head Teachers, staff, and external contractors.
- **Works Collaboratively:** Is able to work independently using their own initiative and as a key member of the school management team.
- **Manages Tasks Efficiently:** Can manage multiple complex tasks, including budget monitoring and project specifications, even under pressure to meet strict deadlines.
- **Is Adaptable:** Is willing to work flexibly and participate in ongoing training to support the evolving needs of the federation.
- **Promotes Safeguarding:** Is committed to maintaining a safe and secure environment, contributing actively to the school's safeguarding culture and compliance procedures.

Please submit all completed Applications to Chloe Foulger at hr@opossumed.org

Only applications submitted on the school's application form will be considered.

Closing dates for applications is Sunday 3rd May 2026

All posts are subject to an enhanced DBS clearance and satisfactory references and candidates are required to submit a self – disclosure form with their application.

Data Protection & Privacy *The school is registered in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We are committed to protecting the privacy and security of your personal information.*

You can view our [Workforce Privacy Notice here](#) for full details on how we collect and use your data.

JOB DESCRIPTION

Job Purpose

Responsible for the property and asset management of the school. Liaising daily with the Head Teacher on caretaking and site management issues. Manage the caretaking and cleaning staff across the Federation. Ensure the security of the federations school premises. Maintaining any machinery or plant within the federation schools. Maintaining the internal and external fabric of the federation schools premises as a safe working environment.

Key External Contacts

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

Key Internal Contacts

- Head teachers
- Nominated Line Manager
- Care taking staff
- Cleaners
- Governors
- HR
- Staff
- Pupils

Major Tasks, Duties and Responsibilities

Operational

- Manage specialist premises function
- Undertake risk assessment of security risks to the federation of schools (grounds, premises and contents) including vandalism/arson
- Allocation and monitoring of work
- Operate as part of management team, involved in planning, budget responsibilities
- Lead on discrete areas within an agreed system of supervision
- Manage maintenance, security and facilities systems on school sites and premises
- Contribute to the planning, development and monitoring of premises services and supervision, training and appraisal of caretaking/cleaning staff and contractors
- Prepare specification for contracts for tender
- Arrange for regular security checks to be undertaken and advise on how security risks can be minimised
- Manage fire safety equipment provision and scheduling of fire drills
- Manage provision of alarm systems, CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Oversee the activities of external contractors on-site and monitor and report on associated budgets
- Make arrangements for effective response to emergency call out

Maintenance

- Arrange service and maintenance tenders
- Manage routine maintenance, repair schedules and specialist repairs
- Supervise maintenance contractors and undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Ensure that heating and lighting systems are maintained and operated
- Provide emergency access to the school site
- Undertake specialist cleaning tasks
- Coordinate deliveries to the school site
- Monitor performance of service contractors and record performance against specified standards
- Undertake budget monitoring & prepare costed plans for repairs/maintenance and building activities as required
- Commission the maintenance and upkeep of swimming pool (if relevant) and other specialist sports equipment.
- Implement up to date asset registers with dates and expected life spans to ensure accurate budget setting and maintenance including all mechanical plant.

Resources

- Take a lead role in planning, development and organisation of systems/procedures/policies
- Manage records, information and data, producing analysis and reports
- Be responsible for creation and maintenance of purposeful, orderly and productive working environment
- Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials
- Promote and ensure the health and safety of pupils, staff & visitors at all times

Organisation & Managerial

- Be responsible for ensuring the maintenance/quality/safety of specialist equipment
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide highly specialist advice and guidance as required
- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Management and supervision of lettings including premises, lettings and associated income, building and projects etc.
- Manage Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures
- Maintain a regular and accurate inventory log of all equipment and cleaning products, ensuring stock levels are monitored and replenished systematically.
- Fault finding and general remedial repairs to electrical points/items
- Electrical maintenance and inspection
- Emergency repairs
- Emergency lighting
- PAT testing
- Cat 5e installation for additional data points
- Conversion to energy efficient lighting

Management responsibilities

- Manage a team of in-house site and cleaning support staff
- Liaise with outside contractors such as cleaning, catering and grounds maintenance
- Take a lead role in recruiting site and cleaning staff and in managing associated employment procedures
- Liaise between manager, headteacher, support staff, and governors
- Attend all appropriate meetings e.g. Site and Buildings or Health & Safety Committee, as instructed by the headteacher
- Hold regular team meetings with managed staff
- Represent managed support staff at teaching staff/management/other appropriate meetings
- Undertake induction/appraisal/training/mentoring for other staff
- Participate in training and performance management as required.

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
- Recognise own strengths and areas of expertise and use these to advise and support others
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Attend and participate in regular meetings
- Recognise own strengths and areas of expertise and use these to advise and support others
- 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.
- Accurately log & review maintenance issues via the internal IT system
- Complete online compliance forms and health & safety documentation.
- Provide support with school events as required, including the set-up and set-down of furniture and equipment, and general assistance during the event
- Verify all contractors and guests have the necessary DBS and compliance clearances before they arrive at the schools, ensuring you immediately notify the HR Officer of any potential issues.
- Project management - Working with LA and Executive Management to review services and project specification for Sidmouth building
- Obtaining detailed quotes and dealing with contractors for projects with high specifications
- 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 Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post

Other Requirements

- To have an up-to-date Enhanced DBS Disclosure.

Site Manager – Level 5

Person Specification

Experience

- Several years experience working in a relevant discipline i.e. senior caretaking/site keeping experience in a school or similar environment
- Management/supervisory experience

Qualifications

- N/SVQ Level 4 / NHD/Degree in relevant discipline or appropriate experience at a senior level - NVQ 3 (Qualified C&G Level 3 - fully qualified electrician)
- Good literacy and numeracy skills

Knowledge, Skills and Abilities

- Ability to relate well to children and adults
- Effective use of ICT
- Use of appropriate specialist equipment/resources
- Full working knowledge of relevant policies/codes of practice/legislation
- Knowledge of health and safety procedures and precautions
- Knowledge of COSHH regulations
- Awareness of health and hygiene procedures
- Willingness to participate in development and training opportunities
- Managerial skills
- Knowledge of moving and handling procedures
- Ability to organise, lead and motivate a team
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Willing to participate in development and training opportunities