



## ST PETER'S SCHOOL HUNTINGDON JOB DESCRIPTION

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

POST TITLE	Premises Manager
SALARY	Points 26-28 £29,636-£31,371
RESPONSIBLE TO	School Business Manager
PURPOSE OF THE JOB	<p>Responsible for managing and directing all work associated with the effective and safe use of the school premises. This role also comes with the potential oversight of other schools within the trust</p> <p>Responsible for maintaining a satisfactory physical environment and promoting the efficient use of assets to support the educational objectives of the school.</p>

### Main Responsibilities

#### Organisational Effectiveness

Leading on Site Management in a way that secures organisational effectiveness and continuous improvement by:

- Understanding and supporting the culture, ethos, policies and aims of the school
- Understanding and adhering to safeguarding principles and practices in the school and identifying the designated lead for Child Protection
- Complying with systems, policies, procedures and resource constraints
- Ensuring that the site is managed lawfully, ethically and morally
- Understanding, supporting and contributing to the organisation's self-review process and improvement/development plan

#### Building and Site Maintenance

Manage a range of services to ensure the school is a clean, warm, safe and secure environment to work in by:

- Planning and managing relevant services and contractors( including cleaning contractors) to ensure agreed standards are met for repairs, emergencies and general maintenance and that services are delivered on time and within budget
- Monitoring projects and contracts in a planned way
- Dealing with problems and assessing risks
- Recommending and implementing actions for improvement that meet the organisation's needs

## Health, Safety and Security

Ensuring that the organisation meets the required standards for Health, Safety and Security and that robust monitoring takes place in order to secure the highest standards and seek continuous improvement by:

- Identifying your, and the organisation's, responsibilities and liabilities under Health and Safety Legislation, environmental and quality standards, and keeping yourself up to date with them
- Reviewing health and safety, environmental and quality responsibilities to ensure they are consistent with legal and organisational policy, requirements and expectations
- Communicate to relevant people in the organisation responsibilities and liabilities for meeting legal, regulatory and internal requirements for health and safety, environmental impact and quality
- Assessing the resources required to meet health, safety, environmental and quality standards
- Reviewing/ updating of the health and safety policy that aims to minimise risks to others and the environment
- Demonstrating that your own actions reinforce the messages in the organisation's health
- Ensuring appropriate systems and procedures are in place to accurately record breaches in health and safety and environmental requirements and that these are reported as appropriate
- Identifying where improvements can be made to health and safety, environmental impact and quality and recommend actions for change
- Ensuring adequate security of the building and premises at all times
- Manage fire safety drills, modifying policy, procedures and routes where necessary.

## Professional Relationships

Developing productive relationships with others when managing the site by :

- Consulting and communicating effectively with stakeholders in the school (including students, relevant colleagues, line manager, parents and Governors)
- Managing conflicts, misunderstandings and disagreements to ensure that the school's needs are met
- Seeking line manager support where necessary and appropriate
- Reflecting on the effectiveness of professional relationships and identifying where improvements can be made

## Leading and Managing people

Ensure that Site Staff have the skills, work well in a team and perform their role to an acceptable standard by :

- Following the correct procedures in recruitment and appointment
- Maintaining the productivity and efficiency of the team through appropriate supervision and delegation
- Regularly reviewing the performance of members of your team, recognising effective practice and dealing with underperformance in line with your organisation's policies
- Assessing requirements for training and CPD according to staff performance and implement as appropriate

## Manage resources efficiently

Develop effective strategies for energy and resource management that reduce the organisation's carbon footprint and encourage the efficient use of natural resources by :

- Communicating to your line manager and other stakeholders the long-term benefits of making improvements to energy efficiency of buildings and facilities
- Contributing to the development of effective strategies for energy management, including those required to upgrade energy efficiency, that are sustainable and take account of identified best practice
- Ensuring that, where appropriate, the sources of energy used are renewable and, where possible, sustainable, taking into account cost-effectiveness, regulatory and legal requirements
- Reviewing buildings and facilities to identify where improvements can be made to energy efficiency
- Ensuring that those responsible for procurement consider energy efficiency and sustainability as a priority, regarding issues such as building fabric and insulation
- Ensuring that issues of energy efficiency and environmental impact are taken into account when assessing the viability and sustainability of new and existing facilities
- Minimising demands on natural resources such as water and energy
- Understanding and regular monitoring and reporting of energy consumption of the school
- Proactive in implementing energy reduction measures including no cost measures such as behavioural change
- Keep up to date with technological advice and options on energy reduction for example using the Carbon Trust website
- Employing practices that minimise the environmental impact of site management, such as on pollution and carbon footprint
- Making the most efficient use of materials, equipment and consumables in facilities management practice
- Encouraging and managing recycling across the organisation
- Ensuring that suppliers and contractors adopt sustainable practices wherever possible
- Contributing to the development, implementation and revision of sustainability policies and practices
- Adopting an approach to site management that impacts positively on the local and wider community

## Other

- ensuring portage duties are completed as required, and particularly the laying out of furniture and other equipment for timetabled activities.
- Be responsible for organising school lettings from the bookings diary
- Be responsible for the minibus contract, hire of the minibus and the register of drivers (including training and testing). Ensuring all statutory testing of the vehicle is kept up to date.
- Maintain an up to date Asset Management database
- Undertake such other duties as the Head teacher from time to time may direct
- Leading and managing the site staff and site contractors
- Being accountable for the general maintenance and upkeep of the site and buildings, managing building/repair works in liaison with the Line manager and keeping appropriate logs, records and reports

- Taking responsibility for the security of the site from the start to the end of the school day
- Taking a lead role in Health and Safety
- Ensuring organisational procedures and legal requirements are adhered to in relation to discrimination legislation and equal opportunities and that all people are treated in a way that respects their abilities, background, values, customs and beliefs

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check and medical questionnaire.

March 2018