



<b>Post Title</b>	Premises Manager
<b>Salary range/grade</b>	£29,250 to £31,200
<b>Responsible to</b>	Managing Director
<b>Type</b>	Full time
<b>Benefits</b>	Company Van, phone and Healthcare
<b>Base</b>	Parkview Academy, Welling and Pierview Academy Gravesend.
<p><b>Job Purpose</b></p> <p>The post holder will be responsible for all aspects of site management connected to two small independent schools for learners with special educational needs and challenging behaviour. This will include a wide range of duties and responsibilities connected with the fabric and systems of the school. This includes security, cleanliness, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the Headteachers on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.</p> <p>The post holder will work across both sites operated by ASD Learning Ltd. This includes, Parkview Academy in Welling and Pierview Academy in Gravesend. The post holder will be required to work flexible hours between these schools. There may be occasional visits to the third ALP school in Sittingbourne and any new sites developed in the future.</p>	
<p><b>Key Tasks and Activities:</b></p> <ol style="list-style-type: none"> <li>1. To ensure that the management and maintenance of the school buildings and environment are effectively undertaken</li> <li>2. To be responsible for the health &amp; safety of the sites</li> <li>3. To undertake repairs and DIY projects</li> <li>4. To delegate tasks as appropriate to outside contractors, ensuring Health &amp; Safety regulations are strictly adhered to.</li> <li>5. To monitor the performance of the school cleaners to ensure a clean, tidy and well maintained school environment</li> <li>6. To manage caretakers within the school (one in each)</li> <li>7. To create and work towards action plans based on the school's Health and Safety Risk Assessment, Fire Risk Assessment and general site inspection walks.</li> <li>8. To manage and record weekly, monthly and annual checks required within the schools.</li> </ol>	

9. To ensure compliance standards are met in all schools. Including any future developments
10. To clean and maintain the school caravan based at Allhallows
11. To liaise with HR to ensure all staff have undertaken health and safety / Fire training and refresher training every 2 years
12. To manage each schools health and safety budget for service contracts, maintenance, cleaning and site improvements

#### **Specific Duties - Premises Management**

1. To monitor the day to day maintenance, repair and cleaning of the schools
2. To attend and contribute towards Health and Safety Committee meetings
3. To advise on a rolling programme of redecoration/refurbishment in accordance to an available budget
4. To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
5. To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
6. To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
7. To ensure facilities for first aid are at the correct level
8. Complete regular checks of the school cars and coordinate service, MOT and repairs as required
9. To effectively manage contractors or complete scheduled tasks to ensure the schools meet or have an action plan in place for the following:
  - Fire regulations
  - Emergency lighting
  - Asbestos
  - COSHH
  - Risk Assessments
  - Electrical testing
  - Ladders and external stairs
  - First aid
  - Site plans
  - Vehicle Safety
  - Boiler Safety Checks
  - Water Management
  - Site walks

#### **Specific Duties - Security**

1. To be responsible for the security of the premises when on site.
2. To have shared responsibility for locking up the school during term time and for the unlocking and locking of the school during school closure periods.
3. To apply effective communication to ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly

4. To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
5. To monitor, report and advise the Headteacher on all security matters
6. To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions.
7. To act as main keyholder for the school on call-outs

### **General Site Duties**

1. To set and monitor the school's heating and hot water systems
2. To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc
3. To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
4. To ensure that orders received into school are delivered to the appropriate area / person as necessary
5. To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, fire fighting equipment, lightning conductors etc. and results recorded
6. To ensure lights are in working order
7. To support IT technicians where required with maintenance tasks
8. To undertake minor window cleaning as required
9. To manage waste and recycling
10. To ensure the school has a compliance fire safety logbook and that fire evacuations are coordinated every full term

### **Health and Safety**

1. To ensure that all working practices comply with current legislation
2. To provide safe access to the school in the event of snow, ice or flooding
3. To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
4. All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

### **Administration**

1. To maintain the school's asset register
2. To place orders, via administration assistants, for items of housekeeping ensuring stock levels are maintained
3. To order repairs and maintenance items in accordance to allocated budget
4. To establish and maintain a list of repairs / improvements
5. To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
6. To assist the Senior Management Team with obtaining tenders and quotes
7. To carry out regular H&S inspections and relevant Risk Assessments

To carry out other duties of a similar nature from time to time as may be required by the Senior Management Team

#### **Personal Development and Well-Being**

1. To support ALP School's drive for high standards
2. To support and contribute to the school's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being
3. To maintain high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
4. To demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in pupils' learning.
5. To be able to improve your own practice, including observation, evaluation and discussion with colleagues.

#### **Monitoring and Self-Evaluation**

1. Within the ALP Schools' policies and guidelines, to evaluate work to ensure that it consistently responds to the needs of the schools
2. To take action to share areas of strength and remedy any weaknesses

#### **Key Performance Indicators**

1. Actions and recommendations highlighted in both the schools risk assessments for Health and Safety and Fire
2. Record keeping / Compliance of each school
3. Aesthetically pleasing schools
4. State and repair of each school

#### **Expectations and Values**

ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the schools, the post holder will also be expected:

1. Act as an ambassador for Park View and Pierview Academy by supporting our values and expectations.
2. Be a significant presence and role model for students and staff and to meet the dress code.
3. Follow and where appropriate enact all relevant policies, procedures and guidelines.
4. Contribute to development through team planning and review meetings.

All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

**Special Factors:**

1. The nature of the work may involve the post-holder carrying out work outside of normal working hours.
2. The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
3. Expenses will be paid in accordance with the Local Conditions of Service.
4. This post is subject to a checks being carried out at an Enhanced level by the Data Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.**

ALP Schools seek to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate. “

**Equality and Diversity Statement**

ALP Schools are committed to achieving equality for all those who learn and work with us, and wishes to develop a fair and supportive environment, which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, gender identity (transsexuality), marital or civil partnership status, disability, sexual orientation, religious or political beliefs, age, social class or offending background.

Staff in Human Resources play a critical role in developing, maintaining and supporting equality and diversity in employment. All staff have a legal and personal responsibility to uphold the School's policies.

Equality of opportunity is embedded in the recruitment and selection of staff, training, promotion, performance and development management, induction, probation, and communication and elsewhere. We endeavour to treat people fairly on the basis of individual need and to build a workforce which is diverse.

A variety of training courses, some mandatory, on equality and diversity are organised through our Staff Development.

## **Person Specification**

### **Qualifications and Experience**

1. Hold recognised training/qualifications associated with premises management
2. Experience or skills in a trade
3. The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc
5. Risk Assessment experience/qualification
6. Competent at basic building repairs and maintenance
7. To be able to use small industrial, electrical and mechanical equipment

### **Ability, Skills, Knowledge**

1. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
2. Good communication skills
3. Suitable numeracy and literacy skills
4. Good IT skills
5. Sound planning and negotiating skills
6. Ability to gather information and problem solve
7. Ability to manage own time effectively and demonstrate initiative including establishing priorities
8. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
9. Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the schools
10. Ability to adapt to changing and conflicting demands
11. Ability to be flexible and work as part of a team or individually as required
12. Ability to demonstrate an understanding of children with special educational needs
13. Ability to contribute to the life of the school
14. Ability to adhere to the school's policies and procedures and most importantly the Equal Opportunities policy, Safeguarding / Child Protection policy and all Health & Safety related policies.
15. Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely

### **Other**

- 1 To hold a full driving licence and be willing to drive a school vehicle as part of the role.