

## **Job Description**

**Job Title:** Premises Manager

**Responsible to:** Headteacher (Day to day)/Estates Manager (Dotted line)

**Grade:** Management Grade 8

### **Statement of Purpose:**

The Premises Manager is responsible for the safe, efficient, and compliant management of the school's buildings, grounds, and specialist facilities.

The Premises Manager will ensure that the learning environment is safe, well-maintained, and fully accessible for pupils with special educational needs and disabilities (SEND).

This includes oversight of specialist equipment (such as hoists, changing benches, sensory systems, and therapy rooms), vehicle fleet management, adapted building systems and the performance of cleaning and catering services whether delivered in-house or through external providers.

The Premises Manager will work closely with the Estates Manager to deliver the Trust's maintenance and compliance programme.

### **Key Tasks:**

#### **Maintenance and Operations**

- Lead the day-to-day maintenance and operational running of the school premises, grounds, and building services.
- Deliver and record Planned Preventive Maintenance (PPM), ensuring statutory inspections and servicing are completed on time.
- Monitor and manage reactive maintenance and liaise with contractors or the Estates Manager for escalation of complex works.
- Oversee minor repairs and small-scale projects, ensuring safe systems of work are used at all times.
- Maintain accurate building condition and asset records.
- Support the Estates Manager with condition surveys and lifecycle planning.
- Lead on management of the school car park, ensuring school drop off and pick up times are managed safely.

#### **Compliance and Safety**

- Act as the school's Responsible Person for estates related Health and Safety
- Management and compliance.
- Ensure the school meets its obligations for fire safety, legionella, asbestos, gas, electrical, and mechanical systems.

- Maintain and update all statutory inspection records and ensure evidence is uploaded to Trust systems.
- Conduct regular site inspections and audits, addressing hazards immediately.
- Support evacuation and emergency procedures.
- Ensure fire evacuation routes, refuge areas, and alarm systems are well maintained.
- Support review and testing of Personal Emergency Evacuation Plans (PEEPs) and ensure premises arrangements are suitable for each pupil's needs.
- Within your area of responsibility ensure risk assessments are in place and risk is managed appropriately.
- Ensure working practices are safe and comply with current legislation.
- Keep up to date with new and updated legislation
- Maintain the COSHH register ensuring Material Data Sheets and COSHH risk assessments are available and maintained for all COSHH items used in school.
- Lead on regular Health and Safety walks and promoting excellent health and safety standards.

### **Management of Specialist equipment**

- Ensure all hoists, tracking systems, changing benches, and therapy equipment are inspected, tested, and serviced in line with statutory and manufacturer guidance (LOLER, PUWER).
- Maintain service records and coordinate remedial actions.
- Ensure sensory rooms and equipment (lighting, audio, soft furnishings, mechanical aids) are kept in safe working order, reporting faults promptly.
- Oversee maintenance of hydrotherapy pools, sensory gardens, and any other specialist facilities, following strict hygiene and water treatment regimes.
- Liaise with therapy staff and SEN teams to ensure environmental controls and mechanical systems meet pupil needs.

### **Vehicle and Transport Management**

- Oversee the safe management and maintenance of the school minibus and vehicle fleet, ensuring compliance with DVSA and Trust policies.
- Manage weekly checks, MOT, servicing schedules, and records.
- Report accidents, defects, and insurance issues through the Trust system promptly.

### **Security and emergency response**

- Manage site security, including access control, alarms and CCTV, ensuring safeguarding protocols are followed.
- Act as the key holder for the school and lead on call out responses.
- Ensure all visitors, contractors and vehicle comply with safeguarding and safety requirements.
- Support emergency planning for fire, flood and service failure incidents, ensuring staff know how to respond in an emergency.

## **Cleaning and Catering**

- Lead and monitor the delivery of cleaning and catering services, whether delivered in-house or via external contractors.
- For in-house services:
  - Line manage cleaning and catering managers, setting schedules, standards and priorities.
  - Ensure compliance with food hygiene, COSH, Health and Safety requirements, and DfE guidance on school meals.
  - Monitor stock, ordering process and budget control.
- For outsourced contracts:
  - Act as the school's main contract lead, monitoring performance against specification and service level agreements (SLA's)
  - Liaise with the Estates manager and Director of Estates on procurement and performance reviews.
- Conduct regular inspections to ensure standards of cleanliness, hygiene and presentation are maintained.
- Support the implementation of Trust wide cleaning and catering standards and contribute to contract review processes.

## **Leadership and staff development**

- Line manage caretakers, cleaning and catering managers (where appropriate), ensuring effective performance management and development.
- Conduct inductions, ensure mandatory training is completed and develop a safety-first culture.
- Promote teamwork, professionalism and pride in the school environment.
- Work closely with the Estates Manager and Headteacher on workforce planning and resourcing.

## **Administration and Reporting**

- Ensure all premises activities are accurately recorded using the Trust's compliance system.
- Work closely with the Estates and CAFM administrator to ensure all statutory logs and maintenance records are up to date and accessible for inspection.
- Record and report maintenance tasks using the Trust's central helpdesk system.
- Manage delegated budgetary responsibility and obtain best value in purchasing and procurement.
- Provide regular updates to the Headteacher and Estates manager on compliance, maintenance and service delivery.

## **Sustainability and Continuous Improvement**

- Support the Trust's sustainability and carbon reduction plans.
- Monitor energy consumption and identify opportunities to reduce waste.

This is not an exclusive or exhaustive list but indicates the type of role and expectations to be placed upon the position. Other tasks commensurate with these may be required at the discretion of the Director of Estates.