

## Job Description – Assistant Premises Manager

**The Assistant Premises Manager is a supportive role in delivering the Folio Education Trust Shared Services model, providing an outstanding service overseeing the premises and grounds to support the education of young people across four schools and the Central Services Team.**

The focus of the role is to deliver high standards of safety and maintenance of the school sites, to assist with the smooth, efficient management of the Wallington County Grammar School. Managing the daily duties of the caretaking team to provide a safe and clean environment for all students and staff.

Following consultation with the Folio Trust Contracts Manager, arrange for repairs and maintenance work to be undertaken by external firms and contractors, securing the best prices and timescales available to ensure minimum disruption to lessons and activities and best value for the school.

### Salary Grade and Range

Grade:

5/6

Range:

Point range 11-20

Contract:

Permanent, Full Time (36 hours per week)

**Location: Wallington County Grammar School**

### Indicative Working Pattern

*Between 8.15am – 4.00pm Monday-Thursday and 8.15am-3.45pm Friday. All-year round contract which includes a 30-minute (unpaid) lunchbreak.*

*Shift patterns are arranged to meet the needs of WCGS. There will be the need to offer some flexibility to cover other shifts as required. The Site Supervisors shifts cover the period from 6am-6pm (AM shift 6am-1:30pm and PM shift 10:30am-6pm) unless there are school events in the evening and this may also need to be covered. Cover for these shifts may be required from time to time depending on demands. A flexible approach is required.*

### Summary Responsibilities

This role involves the management (including shift organisation) of the caretaking staff at WCGS and effectively planning the daily works' programme to best support the school. The working pattern requires meticulous planning to ensure there is a regular cycle of maintenance, development, and review.

Work with the Estates Manager/Contracts Manager to develop and continually review the sites' master plans.

Ongoing duties include reviewing performance, listening, understanding and then making adjustments to ensure continuous delivery and improvement. The role requires use of Information Technology for emails and management of our online monitoring system Every Compliance Manager. All training on this system will be provided.

Driving school minibuses as required.

This job description is subject to review and amendment through annual negotiation as the role develops in scope.

### Responsible to

1. The Chief Operating Officer (COO) who is responsible for overall Trust-wide accountability and non-educational standards
2. The Estates Manager via the Contracts Manager, who delegates various tasks as required among the estates team members at WCGS to deliver an efficient site service.
3. The local Headteacher to ensure clear and regular communication on daily management, estates projects, or any security/safeguarding issue.

## RESPONSIBILITIES

Manage site staff to support and assist with duties listed below and as required:

### ❖ Security

- To lock and unlock the school as required.
- To liaise with the security company and emergency services as and when instructed by the Contracts manager.
- To test and record the fire alarms on a weekly basis.
- To ensure keys are available for staff including arranging for new keys to be cut and collected as necessary.
- To carry out emergency repairs to maintain a secure environment.
- To ensure the external entrances to the school grounds are secure while the school is in session and proactive in checking and reporting areas of concern to the Contracts Manager.
- Monitor fire safety equipment including call point covers while carrying out daily walks.
- Ensuring at the end of the day or other appropriate times, all doors, windows and gates are locked and all security alarms are set and working correctly.
- To be vigilant, preventing trespassing, theft and unauthorised parking.
- Monitor CCTV system and security gates.

### ❖ Caretaking

- To ensure the buildings are heated to the appropriate temperature and to develop knowledge of the heating controls.
- To liaise with Contracts Manager relating to all aspects of maintenance and repair.
- To supervise the other caretakers and instruct them in their daily duties as required.

- To liaise with contractors relating to maintenance schedules and ensure the schedules are maintained and keep the Contracts manager informed of developments.
- To take, monitor and record the water temperatures on a monthly basis. Run the water taps during holidays on a weekly basis and any low use taps and showers.
- To ensure replacement of light bulbs and tubes as required.
- To monitor stock levels of caretaking products and advise Contracts Manager if levels are low.
- To ensure that furniture is in place for meetings, assemblies and exams etc.
- To deliver materials, parcels and equipment to staff.
- To restore stray furniture to its rightful home.
- To have knowledge of how to undertake PAT testing when instructed to do so by the Contracts Manager (training will be provided).

### ❖ **Cleaning**

- To work with the cleaning staff and/or contractor cleaners
- To ensure a good standard of cleanliness and hygiene is maintained in the School both inside and outside, including any necessary cleaning.
- Ensure trees/bushes protruding along the front perimeter of Croydon road are cut back and the verge is free from litter.
- To carry out external cleaning including emptying of litter bins and conducting litter sweeps.
- To clean gutters, drains and gulleys on a monthly basis.
- To clear drain/toilet blockages and liaise with Contracts Manager/Contractors as necessary.
- To ensure contract cleaners are providing the service and cleaning to the high standards as expected by the School and to liaise with the Contracts Manager regarding any cleaning concerns.
- To ensure that all toilet and kitchen dispenser areas are adequately stocked (i.e. with toilet tissues, hand tissues, soaps and anti bac hand sanitizer) and are working efficiently.
- To carry out emergency cleaning if required.
- Undertake cleaning duties including graffiti and chewing gum removal when required.

### ❖ **General Maintenance**

- To undertake plumbing repairs, general repairs, including repairs to furniture, fixtures and fittings, where appropriate. Proactively reporting to the Contracts Manager any repairs that need to be carried out.
- To undertake painting and decorating as requested and according to the pre-arranged schedule.
- To undertake gas, electricity and water meter readings as required.
- To carry out regular health and safety inspections and risk assessments either on your own or as part of a team.
- To ensure a weekly check is carried out on the School minibuses to ensure road worthiness i.e. oil/ water/ indicator lights and to arrange for the cleaning of the mini buses.
- To ensure health and safety is maintained at all times when using electrical items for work purposes and ensuring items are not left unattended.

- Ensure all maintenance equipment, tools and PPE are regularly inspected and are in good working order.
- To erect the Platform Tower as and when required (PASMA training will be given).
- To assist the Contracts Manager as required.

### Effective Day to Day Management:

- To ensure the school's Health and safety policy and the current Health and Safety regulations are adhered to and implemented
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- All members of the premises team are expected to support and compliment the work of one another to ensure the efficient working of the school
- To liaise with the Contracts Manager to organise the schedule of works to minimise impact on educational delivery and to record the work undertaken
- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment
- Report and complete forms for accidents/near misses within 7 days of incident to Health and Safety Advisor at LBS.
- Ensure familiarity with the asbestos register eg. Ensuring all contractors see and sign before they commence work.
- Providing safe access to the site in the event of extreme weather conditions eg. Snow, ice or flooding.
- Work with the Contracts Manager on the appraisal and Performance Management of Estates staff.

### Other duties

- Participate in training and other learning activities as required
- Ensure the school has adequate first aiders on site at all times and assist the Contracts manager with arranging first aid training.
- Attend and participate in regular management meetings
- Contribute to the wider life of the school if required
- Cover receptionist lunch breaks and answer switchboard as required.
- Perform all other reasonable requests from the Head teacher, Contracts Manger and Trust Estates Manager as required.
- Respect confidentiality at all times.

### Outcomes

Folio Education Trust teaching and non-teaching staff will work closely together across many different areas of the schools to ensure the best possible learning experiences for our students.

The Assistant Premises Manager role helps the smooth and efficient running of the schools to support raising student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plans (SDP).

Alignment with our ethos and our core values is expected at all times.

## Person Specification – Assistant Premises Manager

Area	Essential	Preferred
<b>Please note that training in school systems will be provided*.</b>		
<b>Experience</b>	Work experience in premises or a related area	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of basic Health and Safety requirements</li> <li>• Sound understanding of all building systems: electrical, water &amp; gas.</li> <li>• MIDAS trained for school minibus driving</li> <li>• Good maintenance skills and practical aptitudes</li> <li>• Good administrative skills</li> <li>• Competent IT skills to handle communications and reporting</li> <li>• Ability to organise and manage work commitments efficiently</li> <li>• Flexible use of working skills</li> <li>• Sound communication skills able to build good working relationships with staff, students, parents</li> <li>• Ability to form and monitor appropriate relationships and personal boundaries with children and young people</li> <li>• Readiness to learn new skills</li> <li>• Show a high degree of professionalism in the workplace</li> <li>• Present a good role model to students</li> <li>• Driver: including ability to travel using own transportation between the various Folio site schools. (Clean driving licence preferred.)</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of how to deal effectively with child protection issues <i>(Training will be given above to secure necessary levels of proficiency)</i></li> <li>• An understanding of the principles of Keeping Children Safe in Education 2020 and a commitment to ensuring the health, safety and wellbeing of all children.</li> <li>• Driver with clean licence, MIDAS training will be provided</li> <li>• First Aider</li> <li>• PASMA trained</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Team manager able to inspire loyalty</li> <li>• Ability to show initiative and undertake whatever tasks are necessary to provide excellent service</li> <li>• Demonstrate a positive, active and cooperative outlook</li> <li>• An approachable, accommodating attitude</li> <li>• High standards embracing honesty, integrity, loyalty and trustworthiness</li> <li>• Ability to be flexible, adaptable and know when to use own initiative</li> <li>• Able to remain calm and act sensibly under pressure</li> <li>• A good team player and collaborative worker</li> <li>• Grasp of the Folio Education Trust ethos, supportive of the drive for health and fitness among the school community</li> </ul>	