

LONDON BOROUGH OF ENFIELD

JOB DESCRIPTION

POST TITLE:	Premises Manager
Scale:	Band C (46-50 hours per week) (starting salary £44,685)
LOCATION:	Durants School
RESPONSIBLE TO:	The Headteacher
TIMES:	Opening at 5.50am and closing at 5pm With a 2 hour and 15 minute daily break

PURPOSE OF THE JOB

To co-ordinate and carry out as appropriate all services relating to the security, cleanliness, upkeep and safety of the school buildings, site and grounds.

To play an active role in the improvement of our school environment and have a commitment to getting involved in the day-to-day life and work of the school.

RESPONSIBILITIES

To be responsible to the SBM/Headteacher for the efficient operation of the School's Premises and Maintenance Service including:

1. The preparation of work programmes together with plans and estimated costs for submission to the SBM/Headteacher and/or the Governors of the School.
2. The regular inspection of the school premises to ensure that action is taken to keep the buildings, equipment and site well maintained, safe, secure and in good repair.
3. The cleanliness and tidiness of both internal and external areas and the general care of the site.
4. A portage service including the movement of furniture, equipment and deliveries.
5. The monitoring of the heating plant to the school.
6. Carrying out fault finding and in house repairs where possible.
7. To be the named person for the alarm company and out of hours contact. The Premises Manager is the primary point of contact for the school's alarm system. In the event of an alarm activation outside normal working hours, the Premises

Manager is required to attend the site, investigate the cause, liaise with the alarm monitoring company and/or emergency services as needed, and ensure the premises are re-secured before leaving. This includes resetting the alarm and recording any incidents in the site log.

DUTIES

1. Under the direction of the SBM/Headteacher, ensure that the priority needs of the school are met, making judgements where necessary to alter priorities to meet emergency situations.
2. To regularly attend necessary training, including but not limited to - Asbestos training, Legionella training, PAT testing training, manual handling, working at heights, electrical accessory replacement, Developing tender documents, fire safety, fire safety management, first aid, Risk management, accident investigation, Risk assessment, Bomb evacuation, Fire risk assessment, Client duties under CDM (design and management), managing health and safety in schools.
3. To liaise with contractors to obtain quotes for repair and maintenance work carried out at the school.
4. Carry out regular inspections of the school premises, equipment, fixtures and fittings, recording findings and taking required action to ensure that these are well maintained, safe and in good repair. Arrange minor maintenance tasks to be carried out in house and manage contractors to carry out major works.
5. Carry out both minor and more in depth maintenance tasks and repairs where possible and arrange and oversee major refurbishment programs.
6. Prepare work programmes and obtain estimates, where appropriate, for submission to the SBM/Headteacher or the Governors of the school, planning and taking into account the operational needs of the school and teaching session times. Present these to the Governors Premises Sub Committee as required.
7. Write out client briefs, and tender documents. Prepare specifications and arrange for contractors to submit tenders. Take part in selection process, pre-start meetings, ensuring contractors provide all relevant documentation regarding health and safety, insurance and public liability, method of work statements, risk assessments, DBS's, schedule of work. Ensure work is completed both to dead line and standard, monitor contractors.
8. Monitor and manage the budget allocated to cover the Repair and Maintenance of the buildings for which the school is responsible under the Scheme of Delegation discussing this regularly with the SBM/Headteacher and other appropriate staff to ensure that priority needs are met and value for money is obtained.

9. Monitor and manage the following budgets in addition (which are reviewed annually), Hygiene services, Water, Cleaning contract, Insurance premises, Cleaning materials, Insurance vehicles, Electricity, Gas, mini bus running costs, Fixed wiring, Office development, Preventative maintenance, Grounds maintenance, Refuse, Health and Safety, Telephone.
10. Ensure co-ordination between the programmes of Repair and Maintenance undertaken by contractors, notifying the SBM/Headteacher of progress or any delays or difficulties which may occur.
11. Assess, prioritise and cost out requests for minor improvements keeping relevant staff in the school and Local Authority staff informed as necessary.
12. Supervise any contractors working on the site who have been engaged by the school or the Local Authority ensuring that they are not causing a danger to themselves or others.
13. Maintain an up-to-date knowledge of all regulations and official advice affecting health and safety in the school, undertaking a termly safety audit of the premises, and advising senior management or the Education Directorate Health and Safety Officer, as appropriate, of matters requiring attention. Take appropriate emergency action as necessary.
14. Ensure risk assessments by external contractor are carried out at the proper frequency, collate, draw up, and ensure implementation of action plan arising from.
15. Work in conjunction with the SBM to produce Fire evacuation plans, fire risk assessments and traffic movement plans.
16. Responsible for management of COSHH for whole school.
17. Responsibility for the installation and management and the software configuration of schools CCTV system, maintaining the School's obligations under data protection.
18. Responsibility for the record keeping of whole school security system.
19. Responsibility for the introduction, management, configuration and development of the schools access control system.
20. Test fire alarms regularly, co-ordinating the procedure for emergency evacuation and carrying out regular evacuation practices under the direction of the Headteacher. Fire alarms tested daily, emergency lighting checked weekly, fire extinguishers checked weekly, fire/smoke curtain checked weekly.
21. Responsible for the management and monitoring of asbestos and legionella.

22. Supervise the day to day security of the site, dealing with emergencies and advising Senior Management on security policies, matters and procedures.
23. Open the school premises at an appropriate time prior to the start of each day, ensuring access for the cleaning operatives. Deactivating intruder alarm systems; unlocking gates, external and internal doors, stores, sheds and isolated buildings. Checking that the premises have not been disturbed or damaged.
24. Securing the school premises at the end of each day when its facilities are no longer required. Checking the premises on foot to ensure that all occupants have vacated the site; ensuring that all windows are closed and locked, ensuring that all unnecessary lights and electrical equipment are switched off; locking all secure areas, external doors and gates; activating intruder alarm systems; ensuring the safe keeping of key to the premises.
25. Providing access to the school for authorised personnel or appropriate emergency services outside the normal hours of opening, including access in the event of flood, fire, burglary, accident or similar emergencies.
26. Taking appropriate action regarding trespassers, including informing the Headteacher, Local Education Authority or Police, as appropriate, of the presence of unauthorised intruders on the school site and of any damage to or theft from the school premises or grounds without delay.
27. Monitor the service provided by the Catering, Transport and Cleaning Services, Or approved contractors, for cleaning and grounds maintenance reporting any failure to fulfil the terms of the contract to the SBM/Headteacher.
28. Undertake the following duties:
 - a) The daily cleaning of designated areas of the school not covered by the cleaning contract.
 - b) Cleaning diffusers and shades and replacing light bulbs and tubes where accessible, as necessary up to a height of 3 metres (or above that height with the aid of access equipment but only after the relevant training has been undertaken). Checking on a regular and frequent basis for broken diffusers and shades etc., undertaking minor repairs/replacement in compliance with the Authority's safety guide or referring matters to the SBM/Headteacher for remedial action to be taken, as necessary and appropriate.
 - c) Ensuring that all hard covered areas and paths on the school site are free from litter, weeds and the excessive accumulation of dirt or leaves. Emptying and cleaning, on a regular basis, all litter bins or baskets.

- d) Moving dustbins for the disposal of refuse as appropriate; disposing of refuse by proper means and cleaning dustbin areas.
 - e) Remove litter from the school grounds.
 - f) Carry out regular maintenance cleaning of toilet areas throughout the school day.
 - g) Carrying out emergency cleaning measures, as necessary, following storms, floods, break-ins, vandalism, spillages, vomit and bodily fluids, etc. including the removal of graffiti from walls and fittings. Assist the cleaning staff in removing stubborn graffiti from furniture after the cleaning specification has been met.
29. Monitor expenditure on energy and oversee the heating plant to provide sufficient temperatures whilst also taking account of energy conservation policies.
 30. Control the budgets allocated for tools and equipment, cleaning materials and toilet requirements (other than those used by the contactors).
 31. Check daily, on a regular basis, that adequate supplies of soap, toilet rolls, towels and similar materials are available throughout the school, including the ladies and gents toilets, and replenishing these as necessary.
 32. Ensure that goods delivered to the school are properly recorded, kept securely • and delivered to the appropriate destinations passing delivery notes to the appropriate member of staff.
 33. Remove, lay out or stack furniture and equipment within the school, transporting to the appropriate location as required.
 34. Management of lettings, and holiday/respice groups when necessary.
 35. Arrange servicing of mini buses, arrange MOT for mini buses, arrange road fund license for mini buses, arrange insurance for mini buses, arrange blue badge for mini buses, arrange congestion charge discount for mini buses, arrange for major repairs to mini buses, carry out minor repairs to mini buses, carry out weekly checks on- body panels, tyres, mirrors, windscreen and glass, bumpers, doors, wipers, wash, headlamps, indicators, reversing lights leaks, engine fluids, dash instruments, seat belts, brake test, first aid box, pump, seat belt cutter, top up fluids, record weekly. Complete HMRC return for mini buses.
 36. Arrange servicing at correct frequency of Lift, UPS system, Air con units, heating plant, mechanical plant, hot water service, ventilation equipment, automated gates, access control, intruder alarm, fire alarm, emergency lighting, fire extinguisher servicing, door fob system, assistance required system and action/carry out, any remedial works needed.

37. Responsibility for displaying the energy certificate which is a legally required document
38. Responsibility for making the meter reading returns.
39. Cover for the other site Premises manager/Assistant during annual leave or absence to maintain operational continuity.
40. Carry out or coordinate regular Portable Appliance Testing (PAT) in line with health and safety regulations.
41. Unblock toilets and address related plumbing issues as part of routine and emergency maintenance.
42. Develop and maintain a planned scheme of works for the continual improvement of the school environment, including the scheduled painting and decorating of classrooms, corridors, and communal areas.
43. Any other duties which may be required from time to time by the SBM/Headteacher or senior staff of the school.

NB

The attached appendices detail areas of responsibility in relation to the duties of the post. The list is neither prescriptive or exhaustive.

APPENDIX 1
ITEMS REQUIRING REGULAR INSPECTION

1. Pitched roofs for loose or defective tiles, flashings, blocked or defective valleys/faces, gutters and down pipes (where accessible). N.B. As viewed from ground level or appropriate windows.
2. Flat roofs for blocked gutters and outlets, loose or defective sections of felt or flashings (where accessible). NB As viewed from ground level or appropriate windows.
3. Inspect walls for cracks, loose or defective copings and brick work. N.B. As viewed from ground level or appropriate windows if above 3 metres in height.
4. Inspect facings, timber cladding, window frames, seals, door frames, doors and door seals for defects.
5. Inspect windows and doors for broken glass.
6. Check operation of external door closures and door springs.
7. Inspect overflows from header tanks, WC's, etc for leaks.
8. Inspect boundary fences and gates for dangerous conditions due to defective fencing.
9. Inspect footpaths, paving, playground, kerbs and the hard surface recreation areas for dangerous uneven surfaces.
10. Inspect walls and ceilings for damp patches, loose panels, new or severe cracks, loose or defective fittings.
11. Inspect for defects and check operation and security of window fasteners, door locks, handles, hinges, door closers, floor springs and mechanical winding mechanisms.
12. Check floor coverings for defects, wear, security of thresholds etc.
13. Check taps, drinking fountains and showers for operation and test temperatures of hot water, weekly and record
14. Inspect man holes and gullies for structural damage, cracks or looseness.
15. Check fire alarms and security lighting weekly.
16. Check fire extinguishers and firm alarm call points weekly.

APPENDIX 2
ITEMS REQUIRING MINOR REPAIRS

1. Unblock sinks, toilets, urinals etc. Replace sinks, toilets, cisterns, run new services to, and waste services from, unblock sewer runs
2. Replace tap washers. Replace taps, valves, ball cocks, remove radiators, service TMV's, replace/install TMV's, service water boilers
3. Repair or fit shelving. Build shelving and cupboards.
4. Repair door handles and latches. Repair doors, re hang doors, replace hinges, repair/replace/fit door closers. Repair door frames, Repair metal doors
5. Repair locks and window fastenings. Install locks and window fastenings
6. Repair tables, desks and chairs.
7. Replace towel dispensers and soap dispensers.
8. Replace broken coat hooks. Install coat hooks, move coat hooks
9. Make safe broken glass and windows while effecting temporary repairs. N.B. There is no requirement for Caretaking staff to undertake glazing.
10. Repair mops, brooms, mop sweepers etc. (Caretaker's equipment only).
11. Repair and fix notice and white boards, as required. Install and move as requested
12. Remove/replace damaged and hazardous floor tiles. And floor coverings
13. Obtain or supply materials for minor repairs.
14. Replace damaged light diffusers.
15. Turn off water supply in event of emergencies.
16. Replace wall tiles.
17. Repairs to school equipment, including toys (where applicable). N.B. No repairs should be carried out on electrical equipment unless relevant electrical qualifications have been obtained and certified.
18. Check and adjust ball valves in cisterns. Replace float and arm in water storage tanks where accessible. Replace valves and remove dead legs
19. Wind clocks and replace batteries.

20. Attend to curtains, including fixing curtain tracks, and taking down/rehanging for cleaning and repairs. Clean venetian and roller blinds. N.B. Up to a height of 3 metres unless using specialist safety ladders or towers.
21. Gate duties, both morning and afternoon may be required.
22. Day to day line management of site assistant/s and responsible for assessing their site training needs.
23. Building work other than minor repair (i.e. rebuild toilet cubicles, dig out and re-form rain gully, replacing decking, patch repairs to safety play surface).
24. Controlling fob system, monitoring and first line fault finding and repairs.
25. Replace missing basin plug and chains.
26. Painting/patch painting. Repaint rooms/areas throughout the school.
27. Secure and make safe toilet seats.
28. Clean out shower heads. and hoses, dismantle, clean re-assemble and check tmv's (twice yearly)
29. Monitor and clean out gutters, down-pipes and roof outlets as and when necessary.

APPENDIX 3
THE OPERATION OF HEATING PLANT

1. Check heating plant for leaks (oil, gas, water), check insulation for damage, defects or deterioration and ensure appropriate remedial action is taken.
2. Monitor and notify SBM/Headteacher of any malfunction of the system, without delay.