NEW BRIDGE
MULTI ACADEMY TRUST

Job Description & Person Specification
Premises Manager

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Job Description	
Job Title:	Premises Manager
Pay Grade / Scale / Range:	SCP 36 – 39 - (£47,181 - £50,269 per annum plus Pool Allowance
Benefits & Perks:	Flexible Working, Occupational Pension Scheme, Occupational sickness scheme
Working hours:	36 hours 40 mins per week / Full year
Location:	Across all New Bridge School sites. Employees may be based within any site of the New Bridge MAT
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible for:	Site Supervisors and Cleaners across New Bridge School sites
Accountable to:	Head of Site / School Business Leader
Probationary period:	26 weeks

New Bridge MAT
Premises Manager

Purpose of the post
To be responsible for all aspects of site management to support New Bridge School's education goals and vision. This will include a wide range of duties and responsibilities connected with the fabric and grounds of the New Bridge School sites.

Main Duties and Responsibilities

1. To ensure that the management and maintenance of all New Bridge School buildings and environments are effectively undertaken and reflect the requirements of the multi-academy trust deed, articles of association and the scheme of delegation.
2. To monitor and inspect the delivery of the cleaning and caretaking services on each site.
3. To liaise with relevant personnel and external agencies to ensure that each site is secure at all times i.e. opening and closing, regular patrols of the buildings / grounds.
4. To be responsible for ensuring the security of school buildings and site and implement a system for responding to alarm / intruder alerts.
5. To act as a designated key holder and oversee out of hours and emergency access to the school site with the caretaking team.
6. To support the caretaking team in undertaking a full range of minor repairs and maintenance.
7. To ensure thorough documenting of the Trust's inspection and maintenance checklist and ensure follow-up actions are carried out effectively.
8. To be responsible for supporting caretakers in managing contractors whilst on site and ensure work is completed to the required standard.
9. To ensure that all emergency repairs are dealt with promptly.
10. To agree and arrange purchase of premises related equipment and supplies within agreed budget and complying with Trust policy and processes.
11. To arrange tenders and quotes and manage the appointment of external contractors.
12. To liaise with school staff / departments on premises issues.
13. To facilitate lettings.
14. To work with the School Business Leader and the central estates team to:
    a. implement New Bridge School's estate strategy and ensure it reflects the current and future needs of the curriculum and is in line with Trust requirements
    b. oversee the conditions survey for all sites ensuring timely implementation of actions required
    c. grade the functional suitability of all premises on an annual basis
    d. support the implementation of an asset management plan that details how buildings and maintenance will be prioritised, identifies all policies and processes related to the New Bridge School estate, and brings together all land and buildings data
    e. ensure risk assessments are approved and implemented for all aspects of facilities management
    f. ensure permissions are in place for all works and projects
    g. oversee and be responsible for all compliance requirements of the estate
    h. efficiently source and procure property and construction related services
    i. be responsible for the timely review of all policies relating to the estate and recommend amendments
    j. to improve the environmental performance of our buildings and physical infrastructure and to deliver carbon reductions in line with legislative and sector requirements through energy efficiency, waste management, water and sewerage, renewable energy

k. proactively support the School Business Leader in overseeing capital projects including risk assessments, managing contractors, attending update meetings etc.

15. To produce reports that detail the performance of the estate.
16. To carry out regular monthly reviews in conjunction with the Trust Central Estates Team.
17. To manage the school's grounds maintenance plan by ensuring that lawns are cut regularly, plants and bushes are kept under control, poisonous plants are removed, beds are weeded and dug over regularly and overseeing all subcontractors' works.

Health and Safety

1. To comply with all Local Authority, Contract and Client statutory Health & Safety procedures and ensure all logbooks and documents are up to date.

2. To work with the School Business Leader and central Health & Safety team to:
    a. contribute to the risk management of estates related matters
    b. be responsible for regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment. e.g., fire alarms, water sprinklers, Legionella testing
    c. undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations.

Financial Management

1. To check and approve contractors' work, ensuring invoices for payment are signed off by the School Business Leader, raising any discrepancy with sub-contractors and resolving the issues.
2. To agree a realistic budget for both preventative maintenance and reactive maintenance and to ensure that budget is allocated across all areas and carefully monitored at regular intervals.

Personnel Management

1. To be responsible for the line management of all designated staff.
2. To provide leadership and direction to all designated staff, developing skills matrix and development plans.
3. To manage staff leave requests from designated staff.
4. To ensure adequate cover is in place across the New Bridge sites in the event of staff absence.

Standard duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils, students and colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the organisation.
3. To implement and uphold the policies, procedures and codes of practice of the organisation, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the organisation to minimise and mitigate potential hazards and risks, and actively contribute to the security of the schools, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the organisation's training plan, working to continually improve own performance and that of the team/organisation.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

Other Responsibilities

To perform from time to time such other duties as the CEO may reasonably assign.

Contacts

Students, colleagues within the school, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors to the school

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	June 2022	GLS	Executive Head Teacher New Bridge School

PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Willingness to undertake training as required.	Level 3 Award in Managing Pools	AF / I
	Willingness to undertake: First Aid Certificate.		AF / I
Experience	Experience of caretaking or being a site-manager in a school or similar environment		AF / I
	Experience of monitoring budgets and accounting for expenditure		AF / I
	Experience of organising and planning maintenance schedules		AF / I
	Experience of completing paperwork, maintaining records and producing reports, including financial reports		AF / I
	Experience of undertaking a range of line management duties with a team of staff, e.g. recruitment, allocating work and performance management		AF / I
	Experience of monitoring external contractors/ specifications, and contributing to planning and progressing buildings projects		AF / I
	Experience of communicating and exchanging information with a range of audiences, including giving advice and guidance to others on a range of health and safety issues		AF / I
Skills & Abilities	Ability to be move between sites by car if required		AF / I
	Ability to undertake a pool certificate if required Ability to work		AF / I

	as part of a team. Ability to communicate well with adults and children. Ability to use a variety of cleaning equipment such as a buffing machine. Ability to complete straightforward paperwork as and whenrequired. Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights (after training) Ability to be a key holder on occasions and attend to "call outs" outside normal working hours		 AF / I AF / I AF / I AF / I AF / I
Knowledge & understanding	Knowledge of health and safety procedures and regulations e.g. COSHH, including moving, lifting and handling regulations and the writing of risk assessments, and mitigation of potential hazards Knowledge of cleaning procedures required to meet specified standards Understand and recognise the importance of ensuring a secure and safe environment for children and young people Knowledge of the planning and implementation of service level agreements Understanding of health & safety including moving and handling Understand and recognise the importance of having a secure and safe environment in the school Understanding the importance of safeguarding and confidentiality to protect pupils.		AF / I AF / I AF / I AF / I AF / I AF / I

Work circumstances	To work flexibly as the workload and needs of the students demand To travel and work at other site within the New Bridge Group as may be required Occasional out of hours working to support school functions		I I

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview