

Location:	London Academy, Spur Road, Edgware HA8 8DE
Post:	Premises Manager
Responsible to:	Director of Facilities & Estates
Hours:	36 hours per week, full time
Salary:	s.28 (£42,060) – s.31 (£44,685)

Context and Purpose:

- To work effectively as part of the AIM Academies Trust Facilities Team, overseeing London Academy.
- To Manage the Premises Team staff that are responsible for the upkeep, care, health and safety and maintenance of the academy, with the direction and leadership of the Facilities Director.

Main responsibilities of the post:

- To be responsible for and manage the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property, ensuring a safe, clean, secure and pleasant learning environment for our students, staff and visitors.
- To manage the premises staff to ensure they are motivated and capable of providing a good standard of service to the Academy.
- Oversee contractors providing services to the Academy in order to ensure these are of the highest standards.
- To manage the Facilities helpdesk, allocating tasks, corresponding with staff and submitting data reports.
- To oversee and partake in furniture set ups including exams, events and office moves.
- To act as Health and Safety officer for the Academy. Carry out regular inspections and ensure that the full requirements of health and safety legislation and best practice are met.
- The post holder will be required to be available during out of work hours for emergency call out
- Manage costs for relevant supplies/materials to ensure that the department works within budget, and oversee day-to-day finances.
- Play an active role in the Academy First Aid rota and process, including administering First Aid to students and staff as required.

Job Specification:

Premises Management

- To regularly assess the condition of the buildings, reporting any defects and assessing the nature and extent of any repair work required.
- Manage a PPM programme, including gas works and electrical testing of appliances, determine when these jobs need to be done and undertake these within the time and capabilities of yourself or the site team, mapping a weekly programme of work including for Academy holiday periods. Be mindful of budgetary constraints when determining what work can be done in-house and what must be commissioned externally.
- To monitor energy usage. To take regular meter readings and submit them to the relevant supplier.
- To take responsibility for the ordering, receiving and storage of goods, maintaining an inventory of tools and premises equipment and furniture, fixtures and fittings
- To source parts, equipment and resources and raise Purchase Orders for sign off.
- To keep under constant review, the appearance and state of repair of classrooms.
- To oversee the daily contract cleaning and organise deep cleans and ad hoc cleaning cover as required.
- Work closely with the school's M&E contractors to ensure the maintenance of all mechanical and electrical services is delivered through approved methods and code of practices. All works need to ensure value for money.
- Ensure all catering equipment is regularly tested and fit for purpose.
- To manage and maintain the school locker keys, cutting all spares and repairing lockers.

Line Management

- Setting staff objectives and motivating/coaching/training to ensure objectives are met.
- Monitoring and guiding performance and dealing with any performance concerns in accordance with policy

Operational

- Inspection, maintenance and repair of school premises, fixtures, fittings and furniture to ensure correct working conditions.
- Oversee/order relevant supplies and materials for the ongoing functioning and maintenance of the Academy as applicable ensuring that budgets are maintained
- To schedule the workload of the Premises Assistants.
- Ensure that all areas are kept clean and tidy, frequently walking around the floors and monitoring their use.
- Liaise with suppliers, service providers and sub-contractors as required.
- Responsible for the receipt, distribution and dispatch of post and deliveries
- Ensure that the premises and equipment are maintained to high standard of cleanliness. Keep all areas of school clear of litter including emptying bins as appropriate. Report whether premises are cleaned by contractor's/school cleaners to the specified standard.
- To be responsible for maintaining the grounds to a high standard, undertaking rubbish removal, path clearance, weeding and tree and shrub pruning

- To monitor the grounds maintenance contract and ensure that it is performed to a high standard and to organise specialist grounds work as required.

Health & Safety

- To keep up to date with changes in relevant health and safety law, fire and building regulations, ensuring prompt compliance, implementation and monitoring
- To be a prominent member of the first aid team.
- To create and maintain a safe physical environment for children, staff and visitors. To organise the calendar of weekly, monthly and annual checks required under Health & Safety regulations and ensure staff and contractors work in a safe environment and adopt safe working practices.
- Undertake inspections to ensure necessary safe operation and that the legislative requirements are met regarding powered equipment, machinery, chemicals, ladders etc.
- To make safe any hazards on site, reporting any hazards or defects which cannot be resolved
- To maintain up-to-date fire and health and safety risk assessments and organise fire evacuation drills each term
- To ensure the appropriate signs and notices are visible throughout the academy.
- To undertake relevant risk assessment during bad weather, taking necessary action, for example using rock salt during icy conditions to reduce hazards.
- Ensure that all work areas and fire escape routes are kept clear of obstructions.
- To ensure risk assessments are being continually developed, recorded and maintained.

Site Security

- Responding to emergency call-outs.
- To ensure systems are in operation to keep the academy secure, including CCTV, entry systems and intruder and fire alarms, making sure these are set when the academy is closed
- To make sure that an appropriate lockdown procedure is in place.
- Investigate any breaches of security

Lettings

- To oversee the school lettings function including booking administration, Calander management site induction for hirers and coordinating staff as necessary.
- To ensure that the facilities are set up for hirers in accordance with the hire agreement, and that the area left clean after use
- To ensure there is an appropriate member of staff on site during lettings.
- Cover the administration of the lets when admin staff are absent.

General:

- Liaise as necessary with colleagues and external agencies.
- Attend relevant meetings and training sessions.
- Assist in such duties and activities relating to any of the above areas appropriate to grade as the Group Facilities Manager shall from time to time reasonably require

Promotion of corporate values

- Ensure that the highest standards of customer care are adhered to, by working in accordance with the Trust's values.
- Set a personal example that contributes to the positive ethos of the Trust.
- Endeavour to foster collaborative partnerships actively where appropriate.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the Trust's ethos and its objectives, policies and procedures and shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Signed in Agreement by the role holder

Print Name _____

Signature _____

Date _____