

Trust Premises Manager Job Description

Job Description and Person Specification



Job title: Premises Manager

Reporting to: Head of Operations

Contract: Initially, 2 year fixed term

Pay: Pro rata of £31,364

Hours: 22.5 hours across 3 days per week. 43 working weeks per year.

Main purpose:

The Trust Premises Manager will support the planning, organisation, management and delivery of the Trust's operation of its property portfolio and premises services, ensuring that:

- the premises are managed to the highest standard and that it meets statutory compliance and educational need, including:
 - Health and Safety
 - Asset management
 - Maintenance
 - Development
- the vision and values of the Trust are upheld and promoted
- the Trust's Equal Opportunities, Whistleblowing, ICT Acceptable Use and Safeguarding Policies are understood and adhered to at all times and that the duties of the post are carried out in accordance with Trust Policies

Duties and Responsibilities

1. Health and Safety

- Management responsibility to ensure compliance with statutory health and safety requirements, and a safe environment at all times, across the Trust.
- Ensure that in all activities undertaken, the trust properly discharges its duties under its Health and Safety Policy; the Health and Safety at Work Act; COSHH regulations; reporting and risk assessment arrangements and any other relevant statute, regulation or directive including statutory Ofsted guidelines for the safety and well-being of staff, pupils and visitors.
- Be responsible for the management and legislative compliance in relation to asbestos, legionella, gas and electrical installation across all sites.
- Ensure that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/contractors who are appropriately qualified and that they are evaluated, reviewed and recorded effectively in line with legal and trust requirements.
- Manage and monitoring all service and maintenance contracts e.g. security, compliance, fire alarm systems, pest control, legionella, boiler maintenance etc. Identify risks and make recommendations for necessary improvement, replacement and/or efficiencies to be gained
- Manage a planned Health and Safety and compliance auditing programme of the Trust school sites, ensuring requirements to meet legislation are identified, plans for remedial action are delivered, and risks are managed.
- Maintain a register of Health & Safety concerns raised and action taken to provide an audit trail in conjunction with school support staff and keep the Head of Operations informed of Health and Safety concerns.

- Ensure that all health and safety management systems (I Am Compliant), processes and practices are consistent across all sites and that all estates records are completed, organised effectively and are up to date.
- Produce Health and Safety Action Plans where appropriate.
- Support schools in ensuring all contractors observe the correct Health and Safety practices on site and to ensure method statements, insurance and safeguarding criteria are met before contractors are allowed on site, including the collation of UK cleared DBS information in collaboration with Trust HR.
- Act as Competent person for Health and safety matters.
- Lead or commission Health & Safety training programmes in liaison with each of the schools Senior Leadership Teams.

2. Asset Management & Maintenance

- Contribute to the preparation of a strategic trust-wide Asset Management and Estates Plan and individual estates development plans for each site, informed by conditions surveys and maintenance requirements
- Lead the implementation of these plans within the trust to deliver the objectives for each individual school and the trust as a whole
- Ensure that the Trust estate is maintained and operated to the highest possible standard.
- Ensure that each school has an up to date repairs and maintenance programme that is deliverable and fit for purpose.
- Assist in providing project management support for building and estates projects as required, including Conditions Improvement Fund (CIF) Bid Co-ordination.
- Monitor and report on the performance of all contractors, ensuring that high standards are achieved which are in line with terms of engagement, good industry practice and agreed specifications.
- Lead the management of capital projects within the Trust from inception to completion, ensuring they are delivered on time, on budget and to specification
- Ensure tendering and procurement rules are followed and that capital projects deliver value for money
- Account for spend in line with the Finance Policy and Delegation of Authority

3. Trust School Sites

- Support Headteachers in their roles as most senior day to day site representatives responsible for Safety, Health and Environment.
- Support site teams to ensure the efficient and effective day to day running of the schools and expenditure.
- Support the development of estate improvements, in line with Asset Management Plans
- Communicate with staff and neighbours of schools where appropriate.
- Seek and evaluate tenders where appropriate.
- Oversee annual maintenance plans.
- Oversee emergency repairs as required.

4. Policies and procedures

- Support the development, review and continuous improvement of:
 - Health and Safety policy and procedures

- Major incident management/business continuity procedures
- Risk management and assessment procedures
- Estates policies and procedures

5. Reporting

- Support the development of periodic Health and Safety and Premises Reports for the Trustees.
- Support the development of Annual Health and Safety and Premises Reports for the Local Governing Bodies.
- Complete Estates and Health and Safety statutory returns where necessary

6. Incident Management, Disaster Recovery and School Closure

- Support, liaise and manage incidents in conjunction with relevant staff, minimising disruption to the operation of the Trust.
- Ensure that emergency plans are in place across all sites and that they are reviewed regularly.
- Ensure that accidents are reported following HSE guidelines including RIDDOR.

7. Financial

- Ensure that Finance Policy and Procedures are followed when managing delegated estates funding
- Contribute to business cases as required.

8. Environment Control

- Support the preparation and maintenance of site sustainability plans, ensuring the safe management of waste disposal and recycling processes, energy efficiency and other sustainability initiatives that promote the reduction of costs and carbon footprint.

Additional Notes

This Job Description sets out the main duties of the post. Over time, the nature of the role may change, and the post holder is expected to be flexible with this. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust may revise the Job Description from time to time and will consult with the post holder at the appropriate time. These responsibilities will be discussed annually as part of the Premises Manager's annual performance management review and are subject to change in order for the Trust to develop strategically and effectively. It is envisaged that the post holder will discharge the responsibilities described without recourse to claiming additional hours, other than in exceptional circumstances (as authorised in advance by the CEO).

Equal Opportunities Statement

The Premises Manager must adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice at all times. The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for continued employment for any employee who develops a disabling condition.

Commensurate Statement

The Premises Manager must undertake any other reasonable duties commensurate with the grade as determined by the Head of Operations.

Child Protection

The Premises Manager must have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good level of literacy and numeracy equivalent to Level 2 passes in GCSE English and Mathematics or above (Grade C / 4 or above) • Current valid driving licence and own vehicle available • Ownership and commitment to continuous learning and development • Recognised health and safety qualification (Eg IOSH) 	<ul style="list-style-type: none"> • Qualification in Premises Management/relevant Degree/NVQ level 4 or equivalent experience
Experience	<ul style="list-style-type: none"> • Premises Management • Completing risk assessments and/or checks relating to work standards • Managing contractors/building projects • Working in an environment requiring high levels of accuracy • Working effectively as part of team 	<ul style="list-style-type: none"> • Working in the Education Sector
Knowledge and Skills	<ul style="list-style-type: none"> • Good understanding of legislation and guidance relating to health and safety • Ability to identify and analyse issues and develop effective solutions to problems and challenges • Good level of computer literacy including use of Microsoft Office products • Well-developed oral, written and interpersonal skills • Strong organisational skills with an ability to be proactive and prioritise work • Effective time management 	<ul style="list-style-type: none"> • At least one trade connected with site management (electrician, builder, joiner, etc.) • Understanding of safeguarding and child protection procedures
Personal Qualities	<ul style="list-style-type: none"> • Rigorous and methodical • Ability to work flexibly to meet deadlines and respond to unplanned situations • Customer focused with a commitment for high quality • Ability to liaise with internal and external stakeholders • Ability to lead teams and people, acting as a professional role model • Ability to contribute new ideas and ways of working • Ability to respond positively to, and actively support, staff within the Trust • Ability to maintain confidentiality • Ability to establish effective relationships with those working in, and with, the Trust • Polite and professional manner 	