



Premises & Facilities Manager

Recruitment Information

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Premises & Facilities Manager (Full-time 37 hours a week + 2hrs flexi-time)

Immediate start

We are seeking to appoint a well organised, highly motivated, proactive and caring person to take on the role of Premises & Facilities Manager. This is an important role at school and you will oversee all aspects of the premises and facilities, health and safety and risk management. You should have a sense of pride and eagerness to achieve high quality work and be enthusiastic in creating and maintaining a safe and happy environment for pupils, staff and visitors. You should be able to motivate the Premises & Facilities staff, plan effectively for projects and have an urgent ethos around Health & Safety

The Emmbrook is a flourishing school full of energy and high expectations. In our most recent Ofsted (March 2017) inspection we were judged 'Good' in all areas.

We offer:

- Staff induction and on-going training.
- Well-motivated, hardworking students.
- A strong commitment to staff wellbeing with significant opportunities for personalised professional development.

The job description and application form can be found on the school website under 'Our School – Vacancies'. Please email your application form to vacancies@emmbrook.wokingham.sch.uk to arrive before the closing date.

The Emmbrook is committed to proactively safeguarding and promoting the welfare of all its students and all posts are subject to enhanced **DBS** clearance.

Closing date for applications: 9am on 13th October 2023 (although we reserve the right to interview candidates ahead of the closing date).

Premises & Facilities Manager

Job Description

Job Title	Premises & Facilities Manager
Salary	Grade 8 – Scp 30-34 £36,298 - £40,478 + flexi allowance
Hours of Work	Full time + 2hrs flexi-time

Job Purpose To be responsible for the day to day operation, security, safety, cleanliness and general maintenance of the school site.

Line Management

Responsible to: Business Manager

Liaison with: Site Team

The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.

This job description may be subject to review, after consultation, at the request of the Headteacher.

Date of Publication September 2023

Main Duties & Responsibilities	
Premises & Facilities Manager and facilities management	<p>Overall control of caretaking, premises & facilities maintenance and security</p> <p>Supervision of all premises & facilities related contracts</p> <p>Carrying out a regular weekly inspection of the buildings and grounds, adding items which require attention to the premises maintenance schedule.</p> <p>Monitor weekly outstanding issues from the site task log and apply appropriate follow up procedures to ensure these are resolved as soon as possible.</p> <p>Co-ordinating lettings for rooms and school facilities during and out of normal school hours, including communication with hirers.</p> <p>Management of school minibus usage and maintenance including weekly checks and mot/servicing schedule.</p>
Line Management	<p>To line manage the Premises & Facilities team, which includes the Deputy Premises Manager, Site Assistant and Janitor. Supervise, train, motivate and allocate work to ensure the premises & facilities are suitably manned and maintained to a high standard.</p> <p>To ensure that the Premises & Facilities team's duties are carried out in accordance with the school requirements.</p> <p>To set targets and carry out performance reviews for the Premises & Facilities team. Carry out induction training and ensure proper use of PPE at all times.</p> <p>Hold regular meetings with the team, reporting any issues to the Business Manager.</p> <p>To prioritise maintenance requests from all school stakeholders and ensure that these are actioned accordingly.</p>
Health and Safety	<p>To keep informed of legal requirements of health and safety at work and ensure implementation of these requirements with regard to the premises & facilities.</p> <p>To ensure that the Premises & Facilities team take a lead in reporting and reacting to Health and Safety issues.</p> <p>To ensure the Premises & Facilities team respond to all notified Health and Safety issues as a matter of urgency.</p> <p>To carry out and record routine safety inspections.</p> <p>To review the school's risk assessment portfolio and to ensure all areas of risk/potential hazards are covered.</p> <p>Liaise with departments to ensure that all areas are risk assessed on an annual basis and Departmental Health & Safety audits carried out biannually.</p>
Cleaning	<p>Monitor cleaning standards and liaise, if necessary, with the cleaning contractor over day to day requirements, reporting any problems or issues where appropriate.</p>

	<p>Organise the school holiday periodic cleans and monitor cleaning standards throughout the school buildings.</p> <p>Order basic cleaning products liaising with the Finance team.</p> <p>Organise any additional works that are not covered within cleaning contract.</p>
Repairs and Maintenance	<p>Organise any minor repairs and general maintenance within level of competence of the team, always adhering to H & S requirements.</p> <p>Advise on alterations and repairs to buildings.</p> <p>Liaise with Business Manager as appropriate and undertake the primary day to day liaison with WBC helpdesk/regular contractors to ensure procedures for servicing, repairs and emergencies are carried out.</p> <p>Engage and monitor skilled contractors as and when appropriate, ensuring signing procedures and induction training is carried out when they arrive.</p> <p>Set up a rolling programme of internal decoration and carry out any agreed improvements ensuring compliance with Health and Safety standards.</p> <p>Liaise with contractors whilst on site ensuring that work is completed in line with the specification and to the required standard. Take any appropriate action to resolve problems.</p> <p>Work with the Business Manager and Headteacher to identify the annual maintenance plan and longer-term maintenance requirements in order for a cost-effective maintenance plan to be produced</p>

Core Tasks

1. Weekly monitoring of outstanding issues. Monitoring of a weekly programme of work in order to measure effectiveness and performance of team.
2. Be a principal keyholder and undertake the day to day operational responsibility for all security activity within the site, also, when available be the first contact for the emergency services.
3. Check the cleanliness of the whole school site by monitoring cleaning contractor's staff. Help organise the summer cleaning programme.
4. Responsibility, with negotiation from a designated officer, for various out of hours work on evenings and weekends when it is related to school activities.
5. To routinely monitor the operation of the fire alarm, fire doors, lighting, heating, plumbing and security systems. To routinely carry out test water systems for Legionella.
6. To routinely ensure meter readings are taken and recorded, investigate any anomalies and take remedial action where necessary.

7. To routinely monitor the water levels of the brook in order to provide school management with early indication of possible risk by flooding. Ensure that school brook side is free from debris. Monitor the weather forecast and ensure flood gates are installed when necessary.
8. Detect and report any building defects, advising school management on any Health & Safety issues. Undertake any minor repairs and general maintenance within level of competence of the team, always adhering to H & S requirements.
9. To arrange and/or carry out the movement of furniture and equipment within the site. To assist with general deliveries including the distribution of items to the site within Health & Safety guidelines.
10. To ensure the school grounds remain tidy and the equipment kept in good order, this will involve the adjustment of cleaning hours during the summer months. Clean external drains and gullies.
11. Order/purchase equipment and supplies within the budget agreed with school management ensuring value for money is obtained.
12. Assist the school management in the prevention of vandalism and the identification of vandalism culprits.
13. Ensure all allocated equipment and materials are stored safely in order to prevent potential accidents/misuse. To issue soap, toilet rolls and paper towels and such other items as required by the school.
14. Any other duties which reasonably fall within the purview of the post which may be allocated after consultation with the postholder

Premises & Facilities Manager

Person Specification

Knowledge/Qualifications:

- Knowledge of Health and Safety regulations
- Qualifications in Health and Safety desirable
- Knowledge and experience of appropriate use of cleaning materials and site equipment
- NVQ Level 3 desirable

Skills/Abilities:

Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Good basic DIY capabilities and experience
- Team worker essential
- Attention to detail essential
- Customer care skills essential
- Flexible worker
- Management of checking procedures

Areas of desirable experience:

- Heating systems
- General maintenance
- Security systems and procedures
- Management skills and experience

Personal Qualities:

- Ability to develop and promote a strong sense of pride and ownership in all stakeholders for the school site and its infrastructures
- Self-motivated and positive "can do" approach
- Ability to work as part of a team
- High integrity
- Good customer focus
- A strong sense of responsibility and a positive attitude