

WOKINGHAM BOROUGH COUNCIL

JOB DESCRIPTION



**WOKINGHAM
BOROUGH COUNCIL**

Job Title:	Premises & Facilities Manager	School:	The Emmbrook School
Department:	Education		
Reports To:	Staffing Manager		
Grade:	5		
Employment Status: Permanent			

Hours of Work:
Full Time - 37hours per week all year round plus 76 hrs overtime per annum to be worked during term time.

Job Purpose:

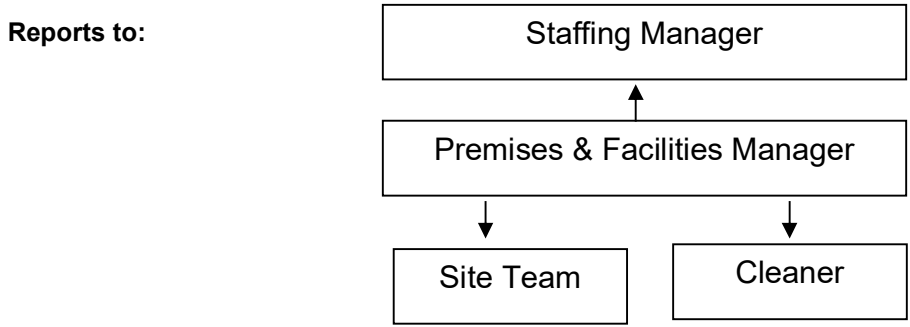
To be responsible for the day to day operation, security, safety, cleanliness and general maintenance of the school site.

To also be responsible for site management and health and safety issues as defined within this job description. The issues mentioned are not exhaustive and may be extended as appropriate to meet changing circumstances.

Departmental/Team Purpose:

The purpose of the school is to meet the educational needs of children and young people within the local community.

Organisation Chart:



Summary of Main Contacts.

- Headteacher and all other staff
- Governors
- Pupils
- Parents
- Cleaning staff
- Contractors
- Suppliers
- Council officers
- General public

Main Management Tasks

<p>1. Premises and facilities management:</p> <ul style="list-style-type: none"> • Overall control of caretaking, premises maintenance and security • Supervision of all premises related contracts • Maintenance of CCTV cameras as necessary • Carrying out a regular weekly inspection of the buildings and grounds, adding items which require attention to the premises maintenance schedule. • Weekly monitoring of outstanding issues from the site task log and apply appropriate follow up procedures to ensure these are resolved as soon as possible. • Co-ordinating lettings for rooms and school facilities during and out of normal school hours, including communication with hirers. • Management of school minibus usage and maintenance including weekly checks and mot/servicing schedule.
<p>2. Line Management</p> <ul style="list-style-type: none"> • To line manage the premises team, which includes the site assistant and cleaner. Supervise, train, motivate and allocate work to ensure the premises is suitably manned. • To ensure that the premises team's duties are carried out in accordance with the school requirements. • To set targets and carry out performance reviews for the premises team. Carry out induction training and ensure proper use of PPE at all times. • Hold regular meetings with the team, reporting any issues to the Staffing Manager. • To prioritise maintenance requests from all school stakeholders and ensure that these are actioned accordingly. • Supervise, allocate work to, and carry out induction training of cleaning staff.
<p>3. Health and Safety</p> <ul style="list-style-type: none"> • To keep informed of legal requirements of health and safety at work and ensure implementation of these requirements with regard to the premises and facilities. • To ensure that the premises team take a lead in reporting and reacting to Health and Safety issues. • To ensure the premises team respond to all notified Health and Safety issues as a matter of urgency. • To carry out routine safety inspections. • To review the school's risk assessment portfolio and to ensure all areas of risk/potential hazards are covered. Liaise with departments to ensure that all areas are risk assessed on an annual basis.
<p>4. Cleaning</p> <ul style="list-style-type: none"> • Monitor cleaning standards and liaise, if necessary, with the cleaning contractor over day to day requirements, reporting any problems or issues where appropriate. • Organise the school holiday periodic cleans and monitor cleaning standards throughout the school buildings. • Order basic cleaning products liaising with the Finance team. • Provide for any additional works that are not covered within cleaning contract.
<p>5. Repairs and Maintenance</p> <ul style="list-style-type: none"> • Organise any minor repairs and general maintenance within level of competence of the team, always adhering to H & S requirements. • Advise on alterations and repairs to buildings, liaising with WBC contacts. • Liaise with Staffing Manager as appropriate and undertake the primary day to day liaison with WBC to carry out procedures for emergencies including repairs. • Engage and monitor skilled contractors as and when appropriate, ensuring induction training when they arrive. • Set up a rolling programme of internal decoration and carry out any agreed improvements ensuring compliance with Health and Safety standards. • 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. • Work with the Staffing 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

Core Tasks
1. Weekly monitoring of outstanding issues. Monitoring of tasks completed in order to measure effectiveness and performance of team.
2. Be a principal key holder 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, emergency lighting, heating, plumbing and security systems. To routinely carry out test water systems for Legionella. Ensure regular maintenance of all systems and lifts.
6. To ensure weekly 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. Maintenance of flood gates and ensure fit for purpose.
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 portering duties including the distribution of items delivered 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 on a weekly basis.
11. Oversee and ensure compliance with fire regulations. Maintenance of extinguishers in line with legal requirements.
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 are stocked daily and such other items as required by the school. Order/purchase equipment and supplies liaising with the Finance Office.
14. Any other duties which reasonably fall within the purview of the role which may be allocated after consultation