

JOB DESCRIPTION

School: Generic	Is this description a generic JD? Yes
GRADE: G7	JEM Number: 01-176 Enhanced DBS Required? Yes No
JOB TITLE: Premises Manager	
REPORTS TO : Headteacher or other designated person	
1.	PURPOSE OF JOB: To manage all aspects of school's premises and resources to ensure that effective, efficient and appropriate services and equipment are provided, securing best value for the school.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
i.	To ensure school accountabilities to the County and DfES for premises and resources are met. To contribute to the premises section of the School Improvement Plan and facilitate the results of the school's Suitability Survey
ii.	To negotiate, manage and monitor contracts for grounds and premises maintenance and ensure contractors meet their obligations to the school in a timely and efficient manner and supervise their employees whilst on school site
iii.	To ensure devolved capital spending meets County requirements and oversee/manage any capital project. To generate quotations, estimates and final prices for work, as required and quality assure all work carried out on site
iv.	Be responsible for the management of major building works and projects eg new developments. To act as the link between LEA and school to facilitate implementation of new projects
v.	To be responsible for provision of a high quality caretaking, cleaning and site maintenance service. To supervise the work of caretaking staff according to carefully designed procedures
vi.	To organise a schedule of repair and maintenance and Asset Register for the school and ensure it is up to date
vii.	To ensure the efficient operation of the school utilities and services – gas, water, electricity, drainage, heating and ancillary equipment in liaison and with outside agencies and contractors
viii.	To deal with lettings as agreed with Headteacher

3.	MANAGEMENT OF PEOPLE Manage site maintenance staff SUPERVISION OF PEOPLE Day to day supervision and quality control of all contractors working in the premises
4.	CREATIVITY AND INNOVATION Postholder required to work within policies and procedures but required to ensure cost effective methods are identified to maximise use of resources
5.	CONTACTS AND RELATIONSHIPS Routine contact with all school staff, governors, pupils Frequent contact with contractors, consultants, LEA and other agencies Members of the public regarding lettings
6.	DECISIONS
	a) Discretion Discretion in day to day site maintenance decisions within specified budget
	b) Consequences Decisions may have an impact on the school, physical and financial resources
7.	RESOURCES Tools and equipment
8.	WORK ENVIRONMENT
	a) Work Demands Postholder subject to conflicting demands that may result in a change to the project
	b) Physical Demands Physical effort required when using equipment eg power tools, working at heights, bending, stretching and working in awkward positions
	c) Working Conditions Exposure to noise and dust levels associated with construction or maintenance work Occasional outside working and some lone working
	d) Work Context Some risk from chemicals and equipment

9.	KNOWLEDGE AND SKILLS		
	Detailed knowledge of building regulations, H&S, risk assessment, DDA, budget control and grounds maintenance		
10.	GENERAL		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			
	Name:	Signature:	Date:
Job Description written by: [Manager]			
Job Description agreed by: [Postholder]			
Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.			
Guidance on the completion of this JD is available from your Directorate HR Adviser.			