



TORQUAY ACADEMY

JOB DESCRIPTION

Name:

Job Title: Premises Manager

Salary: £27,905 – £33,799 dependant on experience

Responsible to: Principal through the Finance Director

OVERALL RESPONSIBILITY

- To be responsible for ensuring the Academy is a healthy and safe learning and working environment
- Ensure the building and site facilitates the learning of our students
- To act as the Health & Safety Officer ensuring that all staff and students are aware of and adhere to all H & S protocols
- To ensure the Academy complies to all Health & Safety legislation and related regulations
- Line management of Premises and Cleaning staff
- To have a hands on approach and be prepared to support the team as and when necessary
- Ensure the Finance Director is advised on all relevant issues and work with the Finance Director on all major capital works as required.

SECTION 1 – DUTIES

Personnel Management

1. Lead the premises and cleaning teams to ensure effective working practices to meet the changing needs of the Academy
2. Ensure staff work efficiently and effectively to prioritise workload
3. Ensure all staff members understand their roles and perform to their full capacity
4. Manage staff absence, arrange cover and authorise timesheets as required
5. Ensure effective communication between staff, contractors and others as appropriate.

Premises Management - Strategic

1. Provide information to the Principal/Finance Director on matters relating to the management of the site
2. Ensure the Academy is open and staffed by the facilities team for all Academy activities and agreed lettings
3. Ensure the Academy complies with all Regulatory requirements in relation to the land and buildings, eg The Regulatory Reform (Fire Safety) Order 2005
4. Ensure that arrangements for securing the premises and contents are in place
5. Ensure systems are in place for emergencies including emergency repairs and call-outs
6. Monitor the work of all contractors and liaise with the Finance Director as required
7. Ensure that all furniture arrangements and accommodation requests are in place on time.
8. Ensure all preventative maintenance checks are carried out in a timely manner, both curriculum and site and buildings related.

Premises Management – Finance & Administration

1. Act as budget manager for premises related cost centres
2. Preparation and planning for all works on site to include the collation of appropriate third party health and safety information and insurance
3. To authorise invoices and claims for payment from contractors ensuring work is completed to a satisfactory standard.
4. Keep clear and accurate records of the site and all works carried out which will include compliance legislation monitoring
5. Manage external bookings and lettings as required to increase revenue from hiring activities
6. Raise orders for all works and supplies requisitioned.

Premises Management – Maintenance and Repairs

1. Make good and report, as appropriate, items of damage or disrepair around the Academy
2. To facilitate contractors to carry out both planned and reactive maintenance as required ensuring Academy procedures are followed at all times
3. Change lamps where necessary
4. Attend callouts liaising with police, security and surveillance contractors as appropriate, and if necessary conduct emergency boarding up to secure the Academy premises
5. Ensure regular minibus checks are carried out and arrange maintenance as required.

Premises Management – Caretaking

1. Ensure the appropriate set up of Academy events, eg for Parents' Evenings and Open Evening
2. Ensure prompt distribution of all deliveries around the Academy
3. To work with the premises staff with responsibility for cleaning and ensure appropriate levels of stock are maintained of cleaning consumables and equipment
4. Regular painting of the school in rotation to ensure the buildings are maintained to the highest standard.

Premises Management – Environment

1. Ensure the efficient operation of the Academies heating system, and ensure that the boiler rooms are clean, tidy and safe
2. Manage the operation of the BMS system including reducing energy use
3. Ensure the economic use of the Academies energy supplies, eg switching off unnecessary lights
4. Ensure the grounds are maintained in a safe and orderly manner
5. Take a lead role in recycling and waste reduction on the Academy campus
6. Carry out cleaning audits as required.

Health, Safety and Security

1. Take a lead role in the Health & Safety at the Academy
2. Provide support for staff on Health & Safety related matters and carry out risk assessments for all areas of the Academy as required
3. Maintain accurate Health & Safety records
4. Carry out safety audits of the premises at regular intervals and record findings
5. Monitor the cleanliness and safety around the Academy in liaison with the premises staff
6. Check that toilets are kept clean, hygienic and free from litter.
7. Provide emergency cleaning
8. Ensure that all work (maintenance and development) complies with relevant Building, Health and Safety regulations

9. Ensure provision for all aspects of Health and Safety (including heating, safety, fire precautions and site cleanliness) and ensure that all Health and Safety issues are addressed appropriately
10. Actively support and assist in the checking for electrical safety of Academy electrical equipment
11. Ensure the correct operation of the fire alarms by regular testing
12. Work with the external contractors to check and ensure the correct working conditions of all fire fighting equipment
13. Take responsibility for precautions necessary to prevent fire or flood damage
14. Ensure the security of the buildings
15. Key holder responsibilities and ensuring key holder cover during Academy holidays
16. Ensure resources are in place for academy activities, lettings and meetings
17. Ensure porterage provision for members of staff
18. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
19. Co-operate with the employer on all issues to do with Health, Safety & Welfare
20. Support the Academy's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

1. Report, to the Child Protection team, incidents that are seen or reported regarding students' welfare
2. Direct parents and visitors around the Academy.

Continuing Professional Development - Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy
2. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Continuing Professional Development - Staff

1. Co-ordinate and contribute to the provision of high quality professional development through an effective Performance Management programme, making use of, where appropriate, other sources of expertise, eg LAs, outside training agencies
2. Consider the expectations and needs of other members of staff, and in particular ensure that newly appointed support staff are appropriately monitored, supported and assessed
3. Maintain a professional portfolio of evidence to support the Appraisal Process- evaluating and improving practice
4. In liaison with the Finance Director carry out facilities department reviews as required.

Carrying out any other duties which may reasonably be required by the Principal/Finance Director

Signed Dated.....