



JOB DESCRIPTION

Job title:	Deputy Premises Manager
Scale:	CAN 21-25
Line manager:	Premises Manager
Hours per week:	37.5 (per week during term time)
Weeks per year:	All year round
Annual leave:	22 days
Responsible for:	Helping to oversee Site Assistants (day-to-day supervision as directed)

Purpose of post

The Deputy Premises Manager plays a key role in ensuring that the school site is safe, secure, clean, well-maintained and fully operational at all times. Supporting the Premises Manager, the postholder will help to lead the day-to-day operation of the premises team, oversee cleaning and maintenance standards, support health and safety compliance, and ensure that the school provides an excellent environment for students, staff and visitors.

The role includes acting as deputy for the Premises Manager during periods of absence and provides an excellent opportunity for career progression into premises management.

Specific Duties

Site Operations

- Support the Premises Manager in the day-to-day management of the school estate.
- To update the premises manager on a daily basis to any work that requires attention, if unable to rectify immediately.
- Open and secure the school site, including locking and unlocking buildings.
- Respond to emergency situations, alarm activations and out-of-hours call-outs as required.
- Ensure the school remains secure at all times.
- Carry out regular site inspections and identify maintenance priorities.
- Assist in the organisation of room layouts and preparations for school events and lettings.
- To ensure hiring times are adhered to by the hirer.
- Support the smooth running of lettings and community use of the premises where required.

Cleaning and Housekeeping

- Ensure the school's cleaning standards across all buildings, supporting the team with cleaning as required.
- Monitor the quality of cleaning carried out by the cleaning team.
- Support and supervise Site Assistants and cleaning staff on a daily basis.
- Ensure cleaning schedules are completed effectively.
- Identify areas requiring additional cleaning or improvement.
- Monitor stocks of cleaning materials and equipment.
- Promote high standards of presentation throughout the school site.

Maintenance

- Carry out routine repairs and maintenance including:
 - Basic plumbing
 - Basic carpentry
 - Decorating
 - Furniture repairs
 - General building maintenance/repairs
- Coordinate planned preventative maintenance.
- Liaise with contractors and supervise works on site.
- Ensure defects are reported promptly and remedial work completed.
- Assist with grounds maintenance where required.
- Maintain records of completed maintenance work.

Health and Safety

- Support the implementation of the school's Health and Safety Policy.
- Carry out routine health and safety inspections.
- Monitor fire safety systems and emergency equipment.
- Carry out regular checks of:
 - Fire exits
 - Emergency lighting
 - Fire extinguishers
 - Safety signage
 - Plant rooms
- Ensure statutory compliance checks are completed.
- Report hazards immediately and arrange corrective action.
- Promote safe working practices across the premises team.

Team Leadership

- Undertake a range of cleaning duties as directed by the site manager/Provide day-to-day supervision and support to Site Assistants.
- Allocate work and monitor completion.
- Support the induction and training of new staff.
- Encourage high standards of teamwork.
- Assist with performance monitoring and development of the premises team.
- Lead by example through a proactive and positive approach.

Security

- Carry out regular patrols of the site.
- Check CCTV where appropriate.
- Respond to security incidents.
- Manage access to the site for contractors and visitors.
- Ensure gates, doors and buildings are secured appropriately.

Driving School Minibus

- As directed to drive students in the school minibus to events and to pick up / make collections of items where needed.
- To ensure compliance with legislative and licencing requirements including ensuring servicing, MOT and reporting of any concerns.

Compliance

- Work with premises manager and admin team to maintain accurate records relating to premises compliance.
- Assist with:
 - Fire safety records
 - Water hygiene monitoring
 - Contractor documentation
 - Legionella control measures
 - Equipment inspections
 - Support audits and compliance inspections.

General Responsibilities

- Participate in emergency procedures.
- Work flexibly to support the operational needs of the school.
- Undertake manual handling tasks safely.
- Assist during adverse weather conditions including snow, ice and flooding.
- Carry out any other duties commensurate with the grade of the post.

Support for the School

- To be aware of upcoming school events and your role within these, reading the weekly briefing notice, attending meetings as required and liaising with appropriate staff in advance of events as required.
- To attend, where appropriate, whole school events.
- To be aware of and comply with all school policies and procedures with a particular reference to those relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person.
- To instruct and support other members of the site team as required, and take part in performance management
- To contribute to the vision and ethos of the school.
- To appreciate and support the role of other professionals.
- To participate in training and other learning activities and performance management as required.
- To carry out other duties as may be reasonably requested by the Senior Leadership Team.

Our Commitment

We are committed to providing an outstanding learning environment for our students. Our premises team plays a vital role in achieving this by ensuring our site is safe, welcoming and maintained to the highest possible standard.

We are committed to supporting the professional development of our staff and encourage continuous learning, training and career progression.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.



PERSON SPECIFICATION

You will be expected to work effectively with staff at all levels as well as with parents/carers, students and external agencies. You will thus need the following qualities:

Essential

- Experience working in building maintenance, facilities or premises management.
- Good practical maintenance skills across a range of trades.
- Ability to prioritise workloads and work independently.
- Good communication and interpersonal skills.
- Ability to use IT systems for record keeping.
- Flexible approach to working hours.
- Willingness to participate in an out-of-hours call-out rota.
- Physically capable of carrying out manual duties.
- Full clean UK driving licence (desirable depending on school requirements).

Desirable

- Experience supervising or supporting other staff.
- Good understanding of health and safety legislation.
- Experience working within a school or educational environment.
- Health and Safety qualification (IOSH or equivalent).
- First Aid qualification.
- Fire Marshal training.
- Experience managing contractors.
- Knowledge of compliance requirements within schools.
- Experience using premises management software.
- An awareness of the administration demands relating to premises matters and actions needed to be taken with respect to common issues.
- ICT and general computer literacy skills with the ability to apply this to different school building management systems and health and safety reporting.

Training in school systems and practices will be provided both prior to the post being undertaken and during service.