

Job Description

Post:	Premises Lead
Pay Scale:	Grade D £20,092 - £22,183 pro-rata basis (actual £16,290 - £17,986)
Hours:	32.5 hours per week
Summary of Job Purpose:	Provide oversight of Exwick Heights Primary School's premises, ensuring that all statutory and recommended requirements with regard to premises are fulfilled and monitored.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The holder is expected to carry out the professional duties of the post as circumstances may require, under the reasonable direction of the Headteacher.

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Units of Responsibility:

1.0 Site Responsibilities

- 1.1 In liaison with the Trust Estates Project Manager, supervise all building works including projects undertaken by contractors ensuring that a full and complete site induction is undertaken, as well ensuring that all documents are received and distributed as appropriate and any issues/concerns are reported to the Trust Estates Project Manager as appropriate.
- 1.2 Assist the Trust Premises Manager in the planning and delivery of all site projects and refurbishment programmes which may include decoration and aspects of general building, in liaison with Senior Leadership Team (SLT), the Local Governing Body (LGB) and the TW Trust.
- 1.3 Communicate all premises and health and safety issues to the Headteacher and Premises Manager, in an appropriate and timely manner.

2.0 Security and Site Management

- 2.1 Carry out security checks as required.
- 2.2 Ensure all security systems are effective, including CCTV.
- 2.3 Respond to emergencies, including severe weather, affecting the school premises outside normal hours.
- 2.4 Ensure appropriate signage is displayed at all times.
- 2.5 Under the direction of the Headteacher, as required assist with the fire safety regulations, health and safety regulations, emergency procedures and rules for evacuating a building.

3.0 Routine Maintenance

- 3.1 Ensure all burglar and fire alarm systems are in good working order and tested and maintained in accordance with the school testing schedule.
- 3.2 Undertake essential maintenance work in order to respond to requests submitted by members of staff.

4.0 Health & Safety

- 4.1 Liaise with the Trust Premises Manager to carry out all required yearly, quarterly, monthly and weekly testing, including legionella, PAT testing, emergency lighting, fire alarms and system, fire exit signage, alarms, access equipment, etc.
- 4.2 Work closely with the Trust Premises Manager to monitor all contracts for servicing and inspection to comply with legislation, making reference to the policies of the Trust and School and relevant protocols and procedures.
- 4.3 Maintain all records for the above ensuring that all documentation is available for review.
- 4.4 Report any accidents promptly and appropriately, using OSHENs if required.

5.0 Heating

- 5.1 Check the operation of the boiler / heating plant and ensure that the premises are heated appropriately.
- 5.2 Ensure that all filters are cleaned and maintained in accordance with manufacturer specification.
- 5.3 Assist with the monthly readings for all utilities ensuring they are monitored on a regular basis.

6.0 Cleaning Arrangements

- 6.1 Work closely with the Caretaker to ensure staff are effectively deployed and cleaning schedules are adjusted accordingly.

7.0 Additional Duties

- 7.1 Ensure that the site is kept free of litter and graffiti and that emergency cleaning duties are carried out during the day.
- 7.2 Ensure that main entrances and paths are clear of snow and grit / salt applied as appropriate.
- 7.3 Complete fire briefing and health and safety briefing with all staff including new starters.
- 7.4 Assist with the manual tasks required in connection with the setting up, and moving of, equipment for campus functions and ensure that appropriate manual handling training is provided to all relevant staff.
- 7.5 Ensure health and safety regulations, relevant to site services and grounds are adhered to at all times.
- 7.6 Show flexibility in the pattern of hours worked and a willingness to undertake working outside of the normal daily hours to meet the site management and school needs.
- 7.7 Liaise with Trust Premises Manager to complete annual risk assessments and monitor these, analysing, and where possible, minimising risk.
- 7.8 Prepare reports for the Trust, LGB and SLT as required.

Performance Management

Your annual performance review is based on this overall job description and with particular emphasis on your individual annual targets. These are set in discussion with your line manager.