

## Interim Premises Manager Job Description

<b>Employer:</b>	Exeter Learning Academy Trust
<b>Location:</b>	Based at one or multiple schools within the Trust.
<b>Title:</b>	Premises Manager
<b>Salary Grade:</b>	F: £18.35—£20.29 per hour
<b>Contract type:</b>	12 Month Fixed Term Contract
<b>Hours:</b>	37 hours per week, 43 weeks per year (Term time plus 5 weeks)
<b>Responsible to:</b>	CFO, CEO and Trust Board

### Main Purpose of the job

To ensure the school premises are well maintained and are compliant in relation to Health and Safety and legal compliance.

*Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher so that a referral can be made accordingly to the relevant third party services.*

### Responsibilities

#### Facilities and Procurement

- To provide operational support to the Trust and its academies and support the CFO in the areas of estates, facilities, legal compliance, contractual obligations and statistical returns.
- To prepare the annual premises budget with the CFO.
- Plan and monitor the annual maintenance budget
- To manage, develop and maintain a 5 year rolling premises maintenance plan with the CFO.
- Organise and prioritise works across the schools including in the school holidays.
- Liaise with premises and cleaning staff to ensure schools are safe, clean and tidy environments.
- To oversee the lettings arrangements in the academies ensuring that leases are managed effectively and that legal responsibilities are met.
- To liaise with CFO and schools regarding procurement and advise regarding value for money and/or seek areas where the Trust may make economies of scale in its purchasing.
- Liaise with the CFO regarding all capital works and the maintenance of the Fixed Asset register.
- Prepare outline specification and tender documentation
- To lead CIF bids and manage any large scale capital projects in the academies, liaising as necessary with the CFO, head teachers, contractors, architects, surveyors and other professionals
- To ensure all statutory and non-statutory compliance checks and maintenance are carried out and recorded within the correct time frame.
- Monitor and manage external service contracts for routine servicing including gas boilers, lifts, swimming pool equipment, fire and security alarms and fire safety equipment etc.
- To lead on the Health & Safety Policy and monitor H&S arrangements with regular consultation.
- Ensure the Health & Safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Ensure systems are in place to enable the identification of hazards and risk assessments.

- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Head teacher and where appropriate the Health & Safety Executive.
- Ensure external Health & safety audits are carried within the required time frame.
- Ensure utility meter readings are recorded monthly and utility usage is monitored in schools
- Upkeep the premises contract register.
- Raise purchase orders for premises related contracts on the 1<sup>st</sup> September each year and through the year as necessary.
- Produce periodic financial forecasts and reports for building and premises utilities, contracts and services as directed by the CFO
- Produce information to enable detailed year-end financial accruals for utilities, services, works and contracts.
- To support academies in ensuring that Inventories are maintained.
- To liaise with CFO, academies and providers to ensure that adequate and cost-effective Insurance cover is in place.
- Ensure the appropriate HMRC requirements and safeguarding measures are in place for all contracts, contractors, personnel visiting sites etc.
- Contribute to the Trusts Risk register
- To prepare documentation for LGB and Trust Boards as directed.

## IT

- Have an overview of the school's IT systems and cyber security.
- Liaise with IT providers and staff when arranging works.

## Policy

- To maintain and recommend updates for Trust policies on an annual basis or as necessary and to liaise with LGBs, academies, CEO, CFO and Trust HR and Finance staff regarding the implementation of policies and any changes.
- To ensure that Trustees, Local Governors and Head Teachers are well informed and updated with regard to current policy, procedure and legal requirements.

## Administrative Systems

- Develop and maintain estates information and files in line with statutory requirements and according to best practice.
- Maintain and develop electronic systems, currently Connect 2, ensuring that information held is accurate and up to date.

## General

- Exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate
- Deal effectively and calmly with emergencies, should they arise
- In addition to competency in general site management, there may be a need for Project Management and compliance with Health and Safety standards across a range of activities.
- Apply a strong sense of vision and commitment to customer service provision and quality assurance

- Ensure that health and safety and child protection regulations are observed at all times.
- Have some limited flexibility with working hours to include supporting schools or attending occasional governor meetings if requested.
- To work closely with the CFO, CEO and the schools Senior Leadership Teams disseminating information in timely and effective manner.
- To develop strong working relationships with staff, contractors, governors, local businesses, stakeholders
- Attend regular meetings, submit reports and contribute to the Central Team, providing support and cover when necessary.
- To carry out administration in relation to any other relevant matters relating to the Trust and its academies, as delegated by the CEO and CFO

### Equal Opportunities

- Have a statutory obligation to implement anti-discriminatory and equal opportunities when out their duties.

**This role will require travel across the schools within Exeter Learning Academy Trust and therefore being able to drive is essential.**

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

***At ELAT we expect staff to model the behaviours of a professional at all times.***

Name: (Printed)	
Signed:	
Date:	

### Person Specification – Premises Manager

Essential	Assessed through
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GCSE in English and Maths at grade C (or equivalent) or above.	Application
Experience of site management within a school or other business premises.	Application
Ability to solve problems and implement effective procedures.	Application/Interview
Experience of budget holding	Application
Experience of servicing committees and taking follow-up action.	Application
Proven ability to work to competing deadlines, prioritise appropriately and maintain a positive working attitude.	Application
Experience of working across multiple sites and assimilating financial information.	Application/Interview
Clear and effective communication with Contractors and outside agencies and ability to create strong relationships	Interview
Experience of managing COSHH.	Application/interview
Effective Line Management	Application
Good ICT skills including Microsoft Office and the use of a premises management system.	Application
Knowledge of current policies, codes of practice and legislation.	Application/Interview
Experience undertaking risk assessments.	Application/Interview
Excellent time management and capable of handling a demanding workload, tight deadlines and successfully prioritising work.	Interview/references
Ability to relate well to children and adults. Care about the wellbeing of all children; understanding and commitment to safeguarding.	Interview/references
Ability to be flexible and use own initiative	References/interview
Excellent relationships with leaders and colleagues and ability to work within a team and independently.	Interview/References
An excellent communicator, verbally and in writing.	Application/Interview
A Full Driving License	Application/Interview

<b>Desirable</b>	<b>Assessed through</b>
Skills in effective resource management and deployment.	Application/Interview
Substantial knowledge of health and safety and facilities management within an educational background	Application/Interview
A trade qualification	Application
A qualification in their chosen construction management or related subject.	Application
Health and Safety Qualification	Application