



Ready,
Respectful,
Safe

Cathcart Street Primary School

Job Description - Premises Manager (Band F)

Reporting to: Headteacher and Business Manager

Job Purpose:

Under the direction of the Headteacher and Business Manager, or other such officer as may be designated, and in accordance with the practices and procedures of the Local Authority and school, the Premises Manager will be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities), lighting, heating and cleaning of premises (including maintenance and operation of plant), portorage, painting on a rolling programme of maintenance and handyperson duties, and other duties arising from the use of the premises. To be listed on the call out rota for emergency out of hours needs regarding the security of the school building.

Post Responsibilities:

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
2. Act as the designated key holder for the school premises providing out of hours and emergency access to the school site
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
4. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
5. Arrange emergency repairs
6. Arrange regular maintenance and safety checks, ensuring that all external contractor maintenance and service contracts are adhered to and all recommendations are reported immediately to the Headteacher and carried out e.g. mechanical works, fire warning system etc.
7. Supervise onsite maintenance contractors at all times, checking that work is completed to required standards and within required timescales
8. Ensuring that the asbestos register is completed by contractors, where appropriate.
9. Monitor stock and order supplies, ensuring that all contracts and procurement are subject to best value and carried out in accordance with the school's financial policies and procedures.
10. Undertake general portorage duties, including moving furniture and equipment within the school.

11. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards to the Headteacher immediately.
12. Undertake regular health and safety checks and manage internal procedures efficiently including risk assessment of buildings, grounds, fixtures and fittings, (e.g. fire alarms, emergency lighting, water safety and compliance with fire safety regulations) and equipment, in line with other schedules.
13. Handle small amounts of cash for the purchase of materials to carry out repairs.
14. Monitor the work of and manage cleaning and other site staff and ensure that they attend regular training
15. Walking around buildings checking that premises have not been disturbed
16. Preventing trespass on school premises and grounds.
17. Ensuring unauthorised parking of vehicles does not occur.
18. Dealing with enquiries in a courteous manner from staff, pupils, parents, visitors, contractors and members of the public.
19. Checking and replacing electric light bulbs or tubes which are in a position where safe access is available
20. Operating the heating plant so that the required temperatures are maintained in the school premises, and that an adequate supply of hot water is available.
21. Carrying out frost prevention procedures.
22. Carrying out routine inspection and maintenance procedures in accordance with the instruction of the school's heating engineers on ancillary equipment such as checking pumps in areas subject to flooding
23. Ensuring instructions on usage of all materials is strictly adhered to due to risk to persons or property.
24. Together with the cleaning team, contribute towards the cleaning of the school (including 'emergency cleaning duties'), ensuring that the school premises and furnishings are cleaned in accordance with the Authority's standards and methods.
25. Toilets to be visited at various times of the day, particularly after breaks, to see that cisterns and automatic flushes are in working order and to lay down disinfectant where necessary.
26. Drawing soap, toilet rolls, paper towels and any other associated items from stock cupboard and distributing to W.C's or cloakrooms where necessary.
27. Walking around play areas and drives daily, picking up paper and litter etc, from all areas including paths, flower beds and grassed areas
28. Sweeping up excess dirt from patios and hard surfaces and jet wash, as and when required. To clean leaves during the autumn period and lay down rock salt etc, in frosty weather to ensure that all drains, gullies and grids are kept free flowing and clean, including cleaning blockages.
29. To regularly check gutters and ensure they are clear
30. Ensuring that the dustbin points are clear, emptying litter and keeping clean and distributing bins as required.
31. To maintain an efficient recycling programme in line with the grey bin provision i.e. paper, cardboard, plastic bottles and help to raise litter awareness within the whole school, identifying recyclable items.
32. To be responsible for the development, monitoring and implementation of the annual maintenance plan, and to lead on projects to enhance the school environment, ensuring high standards of presentation are met
33. To maintain and monitor paperwork and records for all internal systems to a high standard (including an inventories of works carried out, maintenance, stock and financial expenditure from cleaning and caretaking budgets)
34. To carry out low level window cleaning
35. Taking delivery of stores, materials and other goods received by the school and storing them as instructed
36. Despatching goods, materials etc, from the school

37. Ensuring that all staff are aware of the existence and contents of Health and Safety at Work Codes of Practice and other appropriate publications
38. Ensuring that all amendments and additions to the Codes of Practice and other appropriate literature are distributed to and read by the staff.
39. Ensuring that all cleaning and caretaking activities are carried out in the safe manner described in the Codes of Practice
40. Complying with all procedures required by the Health & Safety Officer, including regular checks of the external areas, play equipment, ladders etc
41. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
42. To be responsible for the distribution of work to cleaning staff, instructing on all aspects of work and cleaning methods including the correct use of cleaning materials and machinery in accordance with the Authorities practices and with particular reference to safe working.
43. To work as part of a team and form good working relationships with all colleagues
44. To maintain confidentiality over matters relating to staff, pupils, parents, visitors or other school business
45. To be responsible along with all members of the school staff for the safeguarding and welfare of all pupils.
46. To actively participate in any appropriate training when required
47. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by ***Cathcart Street Primary School***

Headteacher ***Lindsay Smith***

Date ***December 2024***

I confirm that I have read and understood my job description. I confirm that I will raise with my line manager any issues I have in the future with regard to performing my duties or clarification of any aspect thereof.

Signed _____

Date _____