



Job Description Premises Manager

Line Manager: Director of Finance and Resources

Start Date: 1 August 2020

Contract Type: Permanent

Key purpose of the role

The role will involve the management of all aspects of the College estate including planned and reactive maintenance, general caretaking, cleaning, health and safety and new developments. The post holder will directly line manage two full-time Skilled Site Assistants, two full-time Safety and Security Supervisors, a part-time Porter and a part-time Cleaning Supervisor. The post holder will also have responsibility for the College's large cleaning team (approx. 35 part-time Cleaners).

Role specific responsibilities:

1. Manage the day to day running of the Premises Team, including recruitment, line management, work schedules, working methods, staff development/training/appraisals and performance management.
2. Ensure that the Premises Team comply with relevant Health and Safety regulations.
3. Work with the Director of Finance and Resources and the Principal to regularly audit the College estate to ensure it is accessible and safe for all.
4. Develop a minor reactive maintenance schedule, ensuring works are prioritised to reflect the College's immediate needs.
5. Develop a routine and planned maintenance schedule to ensure the College is safe, attractive and well maintained.
6. Manage external contractors employed to carry out planned maintenance and minor works programmes.
7. Manage the 24 hour security of the estate, including locking and unlocking buildings, the management of keys and organising the out of hour's security rota.
8. Manage the College's porterage.
9. Have responsibility for the College's cleanliness through the direct line management of the Cleaning Supervisor and overall responsibility for the Cleaning Team.
10. Manage the preparation for College events so that the appropriate rooms are set up in a timely manner with the correct resources.
11. Manage College lettings.
12. Complete and compile risk assessments as required.
13. Complete Health and Safety training as part of the new staff induction process.
14. Regularly review and update policies and procedures related to Health and Safety and the College estate.
15. Support the Director of Finance and Resources with the oversight of any new developments, ensuring health and safety, whilst limiting the impact on the running of the College.
16. Operation and upkeep of the College systems to include asbestos, water management, control of utilities (including heating systems), fire protection and associated administration and record keeping as required.
17. Ensure that all legal requirements are followed with regard to hygiene, health and safety and equality and diversity.
18. Be a key member of the College's Health and Safety committee.
19. Together with the Director of Finance and Resources, manage the estates financial budget ensuring maximum value for money.

20. Be a designated First Aider, monitor all staff first aid status and arrange training as appropriate.
21. Proactively identify areas for improvement in all current systems.
22. Any other duties as reasonably expected of the post holder.

General duties and responsibilities

The post holder is required to:

Promote, act as a role model and implement the College's policies, practices and procedures including those relating to equality and diversity.

Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.

Demonstrate day to day commitment to the College's core values of community and mission statement.

Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

All staff and senior postholders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role

Special features of the post

This job specification is subject to review. Any changes in substance or interpretation will be implemented after consultation with the post holder.

Equality and Diversity Statement

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of the right to work in the UK.

Prevent Statement

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

Simon Lett
Principal

May 2020

Premises Manager

Further Particulars

Salary:

The salary for this post will be within the range 19 - 22 of the pay spine for Support Staff, which is currently £28,242.00 - £30,894.00 per annum.

Conditions of Appointment:

Appointment is to a permanent contract working to the terms and conditions of service for all College staff under the following main provisions:

Hours of Work:

Monday to Thursday, 8.30 am to 4.30 pm and Friday, 8.30 am to 4.00 pm (37 hours per week), all year round.

The post holder will be required to participate in an out of hours call out rota. The post holder will be required to work flexibly and any additional hours as required to meet the needs of the College (up to a maximum of 48 hours per week.)

There are six Parents Evenings and two Open Evenings per year when all Premises staff are required to work until 10.00pm. Additional hours worked during these events will be taken back as time in lieu.

Authorised overtime worked outside of normal hours, Monday to Saturday, will be paid at basic rate. Overtime worked on a Sunday will be paid at time and a half.

Pay for an out of hours call-out will be a minimum of two hours pay at basic rate.

Holiday Entitlement:

25 days per annum (increasing to 30 days after 5 years service), plus 10.5 public holidays. The timing of holidays are to be agreed with the Director of Finance and Resources.

Pension:

You will be entitled to participate in the West Yorkshire Superannuation Scheme. Further details available on request.

Annual Review:

You will be required to participate in the College's annual review scheme.

Sickness, Maternity/Paternity, Disciplinary and Grievance:

The Corporation's policies will apply. Details are available on the College website and from Human Resources.

Disclosure and Barring Service:

We have a strong commitment to safeguarding; successful candidates will only be appointed subject to satisfactory enhanced DBS clearance.

College Security:

Employees are required to wear identification badges at all times to adhere to Health and Safety and security procedures.

PERSON SPECIFICATION: Premises Manager

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS	<p>NVQ Level 3 qualification in a skilled trade (e.g. Joinery, Plumbing, Electrician etc.) or significant experience in industry.</p> <p>Health and Safety qualification.</p> <p>Willingness to become a registered First Aider.</p>	<p>First Aid qualification.</p> <p>A professional qualification in facilities management or related discipline.</p> <p>NeBOSH or IOSH Health and Safety qualification.</p>	Application Certificates
EXPERIENCE/ KNOWLEDGE	<p>Previous experience of successfully managing a team in an area of work relevant to this post.</p>	<p>Previous experience of working in an educational establishment.</p> <p>Experience managing a works budget.</p>	Application Interview References
SKILLS / ATTRIBUTES	<p>Proven maintenance skills.</p> <p>The ability to manage a team.</p> <p>Basic IT skills with the ability to use emails, Microsoft Word and Excel.</p> <p>Strong communication skills (both written and verbal) with the ability to develop strong relationships with staff and students.</p> <p>The ability to complete log books and records, such as Health and Safety checks.</p> <p>High personal standards.</p> <p>The ability to respond flexibly to new challenges.</p> <p>A commitment to working flexibly (both regarding tasks and working hours) to meet the needs of the College.</p> <p>A proven commitment to safeguarding and promoting the welfare of young people</p> <p>A proven commitment to equality and diversity and an understanding of the College's policies</p> <p>Ability to uphold and promote the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs</p>		Application Interview Reference

