

Magdalen College Academy

*We are committed to the protection and safety of our students
and expect all staff to share this commitment*

JOB DESCRIPTION

Salary Grade I

Post Title	Premises Manager
Jobholder	
Reporting to	Facilities Manager
Specific responsibilities of the post	<p>Facilities</p> <ul style="list-style-type: none"> • To ensure the facilities are available each working day, are fit for purpose, safe, secure, and available for use as required by staff, students, and visitors. • Ensure that there are sufficient plans and resources in place to respond to adverse weather conditions or other significant premises issues that might impact on the ability to operate the academy safely. • With the Facilities Manager, draw up a planned programme of maintenance, referring to condition reports, health & safety audits, and academy development plans to aid decision and prioritise based on available budgets. • To monitor the condition of the site and its buildings on a weekly basis to ensure that they are safe and meet the needs of the academy. • To have day to day responsibility for all building related works, liaising with relevant academy staff and contractors, overseeing the quality of work, and resolving queries utilising knowledge of building regulations. • Organise planned and reactive repairs, maintenance, and improvement work to the buildings through contractors and the on-site Premises Team. • Organise all necessary resources, supplies and equipment. • Co-ordinate all internal and external bookings, liaising with staff, external agencies, hirers, and contractors as appropriate. • Assist the Facilities Manager in responding to queries from external stakeholders, including residents, highways and the local council relating to boundary, site/premises issues. <p>Health and Safety Responsibilities</p> <ul style="list-style-type: none"> • To maintain a safe environment by ensuring the academy adhere to Health & Safety legislation, safeguarding procedures and the site remains secure • To review relevant risk assessments prior to any works being undertaken by either contractors or the academy's own Premises Team. • To ensure the asbestos log is maintained and kept up to date and is available for inspections by all contractors before commencement of all works. • Organise all cyclical maintenance and testing of all property, plant, and equipment to include Gas safety, Lifts, Lightning, electrical installation, Asbestos, legionella etc in line with health and safety legislation. • To organise and ensure that all the academy's transport and machinery are adequately maintained and meet legal and health and safety requirements and to organise and manage the training of authorised drivers. <p>Line Management Responsibilities</p> <ul style="list-style-type: none"> • Management and supervision of the Premises Team which includes maintenance assistants and caretakers, including training, rotas, and workload. • Monitor the ordering process of supplies and equipment of the team to ensure best value is always being maintained and are consistent with the repairs and maintenance identified
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	<ul style="list-style-type: none"> • Manage annual leave requests to ensure that an adequate service can be maintained ensuring the safety and security of the premises whilst the academy is operating. • Disseminate repair jobs to the Premises team, ensuring health and safety issues take priority and are addressed in a timely manner. • Ensure that the team have access to relevant professional development in line with the academy's policies. • Always ensure that the team have access to all relevant PPE whilst carrying out their role in accordance with the school's health and safety policy. <p>Other</p> <ul style="list-style-type: none"> • Undertake suitable training as required . • To provide relevant health and safety and equipment training for other staff as necessary such as Evac training on a rolling programme. • To be prepared to respond to out of hours emergencies as necessary to support the continued security and functioning of the school. • Such other duties as may be reasonably required by the School Governors, Headteacher Business Manager and Facilities Manager.
Responsibilities as a member of staff	<ul style="list-style-type: none"> • To ensure that the safety and welfare of all students is given priority at all times • To support the ethos of the school at all times and demonstrate high staff standards of personal and professional conduct whilst at work and otherwise • To ensure an appropriate individual response to whole school priorities • To engage actively in the Performance Management Review Process • To implement all school policies • To attend all meetings as directed • To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this appropriately.
Personal Qualities the postholder is expected to be	<ul style="list-style-type: none"> • Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School • Committed to ensuring the safety and welfare of all students at all times • Committed to team work within all aspects of the school • Proactive in terms of furthering their knowledge and skills • Punctual for all commitments • Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	