



Southwark Park Primary School

Headteacher: Mr Carl Vernalls

Deputy Headteacher: Mr Andrew Sinko

JOB DESCRIPTION

Position:	Premises Manager
Contract:	36 hours per week, All Year Round
Start Date:	1 September 2024
NJC Pay Grade:	Grade 6 (Spine point 9 -19)
Salary:	£30,309 - £35,313

Job Overview

Responsible to the Headteacher/SBM for the efficient performance of their duties in relation to the maintenance of a safe, secure and clean site.

Ensuring the upkeep of the school premises and grounds by carrying out routine maintenance, minor repairs and monitoring the work of contractors.

Carrying out health and safety checks and ensuring that health and safety and maintenance records are kept up to date.

Principle Accountabilities:

1. Ensuring all school buildings and grounds are cleaned to agreed standards and specifications, including:

- Monitor the provision of services by the appointed cleaning contractor in accordance with agreed procedures, including regular meetings with the provider to ensure high quality standards are maintained and faults reported if necessary
- Personally undertaking agreed cleaning tasks not included in the school's cleaning specification, such as sweeping the playground and cleaning spillages, including bodily fluids
- Maintaining a litter free environment in accordance with the Code of Practice
- Arranging for emergency cleaning and removal of graffiti
- Arranging window cleaning at specified times of the year and personally carrying out internal and external window cleaning if required and where safe to reach

2. Ensuring the maintenance of all school buildings, grounds and utilities and ensuring that any repairs are properly and promptly carried out, including:

- Operating an agreed programme of planned preventative maintenance
- Personally undertaking minor repairs and maintenance tasks, some painting and decorating and small DIY projects which are within the postholder's competence and identified as such within the maintenance



383 Southwark Park Road, SE16 2JH, London

020 7394 4000

office@southwarkpark.southwark.sch.uk

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specification. Arranging for other repairs to be carried out under the building maintenance contracts and organising emergency response to vandalism damage

- In liaison with the SBM or designated deputy, reporting on, arranging an overseeing any alterations, redecoration, building and maintenance works and specialised repair work
- Ensuring maintenance of the heating systems, ensuring adequate fuel levels are maintained and that frost protection system is operating as required for efficient maintenance of adequate heating and hot water provision
- Checking that the premises are at the correct temperature at designated times and that adequate hot water is available, monitoring and taking appropriate action where necessary
- Replacing fluorescent tubes, starters, diffusers, lightbulbs and shades
- Maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order
- Ensuring drains and gullies are free flowing and clean
- Removing snow and other obstructions from main entrances, steps, paths etc maintaining adequate stocks of salt and sand
- Preventing unauthorised/unsafe parking on the school site

3. Keeping all grounds and buildings secure, including:

- Acting as a key-holder and controlling site keys, routine and non-routine opening and closing of the school including after occasional evening meetings
- Liaising with security officers, external keyholders and alarm monitoring companies
- Reporting as appropriate any breaches of security and ensuring that any resultant damage is remedied properly and promptly
- Locking and unlocking internal and external doors as required, activating, deactivating and testing automated alarm and bell systems.

4. Undertaking various portering, administrative and letting duties, including:

- Undertaking/arranging for the safe storing and moving of items of furniture, equipment and provisions as required.
- Receiving and directing as appropriate all deliveries for the school, assisting in the reception and vetting of visitors, dealing with or referring enquiries as appropriate
- Maintaining stocks of materials, protective clothing and equipment as required
- Keeping up-to-date records, inventories and forms as required
- Assisting in the agreed procedures relating to lettings/functions on school premises
- Line managing a small team of premises staff, formulating and operating rotas to ensure that premises staff are available at all times whilst minimising premium rate payments
- Transporting monies to and from the bank, and delivering and collecting small items in the locality of the school
- Managing the premises budget and associated reporting, working with the SBM to set the annual maintenance budget
- Placing orders for materials required by premises team and certifying goods received



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- Drawing up and maintaining a premises development plan which prioritises the work required and estimates costs
- Producing and implementing an annual maintenance plan which identifies and schedules service contracts and long-term non-recurring, short term cyclical and preventative work
- Drawing up a list of approved contractors for repairs, maintenance and redecoration, preparing specifications and obtaining tenders, ensuring best-value
- Liaising with architects and surveyors and assisting in the preparation of outline specifications for alterations and improvements to the buildings.

5. Ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:

- Ensuring compliance by periodic inspection of all areas
- Ensuring that appropriate signs and notices have been displayed
- Ensuring that hazards are removed
- Ensuring that fire exits are accessible and that firefighting equipment is correctly positioned and serviced
- Organising regular fire safety checks as required including fire drills, weekly fire alarm tests and fire safety inspections
- Ensuring that first aid equipment and supplies are correctly maintained and readily available
- Ensuring that other staff at the school are aware of their responsibilities as appropriate
- Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed
- May undertake the annual testing of electrical equipment in the school after appropriate training.
- Ensure that contractors are following safe working practices by reviewing risk assessments and method statements
- Investigating accidents and potential hazards arising from plant, equipment and fittings and taking remedial action as required
- Organise regular inspections of water storage facilities to check for water borne hazards, daily inspection of boiler dials and undertake necessary action to ensure compliance with H&S legislation
- Being a member of the Health and Safety Committee of the Governing Body and attending meetings as necessary

6. Child protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.
- Ensure that visiting contractors are vetted and DBS checked in accordance with the school policies

7. Training

- To undertake appropriate training to ensure up to date knowledge of current health & safety legislation, fire regulations and new initiatives, and any other training necessary or relevant to the role.



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General Information

- Participate in the performance and development review process and take personal responsibility for identifying training needs and opportunities in consultation with the Senior Leadership Team.
- Carry out all duties in accordance with due regard to the school policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection.

Special Conditions of Service:

- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.
- Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful applicant.



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Person Specification	Essential	Desirable	Method of Assessment*
Knowledge / Qualifications			
Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same).	✓		A
ONC, OND, Ordinary City & Guilds or equivalent qualifications in relevant areas, recognised time served in building trade or apprenticeship or appropriate experience		✓	A
Knowledge of Health and Safety regulations in relation to the post	✓		A
Knowledge of the operation of heating, ventilating systems and common causes of malfunctions.	✓		A
Knowledge of maintenance and security systems and procedures	✓		A/I
Knowledge of energy conservation measures	✓		A/I
Knowledge of supervisory skills and basic understanding of school budgeting	✓		A/I
Knowledge and understanding of appropriate cleaning methods and standards	✓		A/I
Experience			
Considerable DIY experience at the level of minor maintenance	✓		A
Experience of overseeing other works i.e. contractors, cleaners etc. experience of undertaking responsibility for the care and maintenance of premises	✓		A/I
Considerable relevant experience preferably in a school environment.		✓	A/I
Experience in the building industry.		✓	A/I
Experience of administrative tasks and record keeping		✓	A/I
Personal Attributes			
Motivated to work with children & young people	✓		I
Reliability, punctuality, flexibility, a positive approach and the ability to prioritise workload	✓		I
An understanding of the principles of Keeping Children Safe in Education, a commitment to ensuring the health, safety and wellbeing of all children and implementing equality and confidentiality within the school.	✓		I
Willingness to work outside of normal school hours occasionally, with due notice	✓		I
Willingness go undertake training and CPD, including First Aid and Health and Safety	✓		A/I

Skills and Abilities			
Skills in plumbing, electrical work, carpentry/joinery, painting and glazing to competent DIY standard	✓		A/I
Ability for some heavy lifting, physical fitness appropriate to tasks required	✓		A/I
Ability to monitor and report on structural faults/repairs.	✓		A/I
Ability to monitor and order stocks of materials	✓		A/I
Ability to manage the premises budget	✓		A/I
Ability to communicate and liaise effectively with persons at all levels	✓		A/I
Ability to manage staff and programmes of work and ability to organise one's own tasks with minimum supervision and to set and work to agreed targets	✓		A/I
Ability to drive, having own transport	✓		A/I
Ability to organise tenders and report to the SBM and Headteacher	✓		A/I
Ability to draw up and implement plans and outline specifications		✓	A/I
Ability to undertake annual testing of electrical equipment with training		✓	A/I

* I - Interview

A - Application Form

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