



Job Description: Premises Manager

Reporting to: School Business Manager/Headteacher

Responsible for: Caretaker, cleaning contract, and other external contractors.

Salary: Grade 8: Scale point 26 to 28: £40,182 to £42,060

Hours of work: 36 hours per week. 52 weeks per year. 29 days annual leave

Job Purpose:

The Premises Manager is responsible for the effective management, maintenance, safety, and security of the school site. The role ensures that the school's buildings, grounds, and facilities provide a safe, secure, clean, and well-maintained environment that supports teaching, learning, and the wider life of the school.

The post holder will play a key role in health and safety compliance, statutory checks, site development, and the day-to-day operational running of the premises, with responsibility for managing the premises budget.

Key Responsibilities:

Site Management and Maintenance

- Oversee the day-to-day management of the school premises, including buildings, grounds, and external areas.
- Ensure the site is clean, safe, secure, and well presented at all times.
- Carry out routine inspections of the premises and grounds, identifying and addressing maintenance issues.
- Undertake basic repairs, maintenance, and DIY tasks where appropriate.
- Arranging for other repairs to be carried out under the building maintenance contract, organising emergency response to vandalism damage and high-risk systems such as the school's fire and security alarms
- Manage planned preventative maintenance schedules.
- Ensure efficient operation of heating, lighting, water, and other building systems.
- 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
- In liaison with the Line Manager, arranging and overseeing alterations, redecoration, building and maintenance works and specialised repair work, and reporting on the progress made
- 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.

Health, Safety, and Compliance

- Act as the school's lead for premises-related health and safety matters.
- Ensure compliance with all relevant health and safety legislation and guidance.

- Manage and monitor statutory inspections and servicing (e.g. fire alarms, emergency lighting, asbestos, legionella, gas, electrical testing).
- Maintain accurate records of health and safety checks and compliance documentation.
- Support the completion and review of risk assessments related to the premises.
- Ensure safe systems of work are followed by staff, contractors, and visitors.
- Safe storage, handling, and disposal of chemicals
- Ensure COSHH compliance and risk assessments
- Ensuring staff and contractors follow safe practices when using hazardous substances
- Support and contribute to regular health and safety audits, inspections, and action plans

Security and Safeguarding

- Ensure the security of the school site, including opening and closing procedures.
- Monitor access to the site during the school day and for out-of-hours use.
- Manage alarm systems, CCTV, and key-holding arrangements.
- Respond appropriately to emergency situations, including fire alarms, security breaches, and site incidents.
- Support the school's safeguarding culture by maintaining a safe physical environment.

Staff and Contractor Management

- Line manage site and premises staff, including caretakers and cleaning teams, where applicable.
- Manage and monitor the school's cleaning contract, ensuring agreed standards of cleanliness, performance, and value for money are consistently met.
- Liaise regularly with cleaning contractors to agree schedules, specifications, and performance expectations.
- Monitor cleaning performance and address any issues promptly in line with contract requirements.
- Supervise and coordinate external contractors, ensuring work is completed safely, on time, and to an acceptable standard.
- Ensure contractors comply with safeguarding, health and safety, and site procedures.

School Vehicles and Transport

- Oversee the maintenance, servicing, and compliance of school vehicles (e.g. minibuses, vans), ensuring they are safe, roadworthy, and fit for purpose.
- Ensure vehicles meet all legal and safety requirements, including MOTs, servicing, insurance, and inspections.
- Maintain accurate records relating to vehicle checks, servicing, and documentation.
- Ensure appropriate systems are in place for vehicle use, daily checks, and reporting of defects.

Facilities and Lettings

- Support the management of school facilities for events, and lettings.
- Prepare rooms and spaces for school activities, including furniture layouts and equipment.
- Oversee site arrangements for parents' evenings, performances, and community use.
- Ensure facilities are secured and restored following events.

Budget and Procurement

- Assist with the management of the premises and maintenance budget.
- Source quotations and place orders for repairs, equipment, and services.

- Monitor expenditure and ensure value for money.
- Advise senior leaders on premises priorities and longer-term site development needs.

Environmental and Sustainability Responsibilities

- Promote efficient use of energy and resources across the school site.
- Monitor utilities usage and report issues or inefficiencies.
- Support sustainability initiatives, recycling, and environmentally responsible practices.

General Responsibilities

- Work flexibly, including occasional early mornings, evenings, and weekends, as required.
- Participate in training and professional development relevant to the role.
- Contribute positively to the ethos and values of the school.
- Undertake any other duties appropriate to the role as directed by senior leaders.

Please read the Person Specification for this role which describes the essential requirements for the position.



Premises Manager PERSON SPECIFICATION

Experience	
Proven experience in premises, facilities, or site management	Essential
Experience of carrying out building maintenance, repairs, and inspections	Essential
Experience of managing staff and overseeing contractors at all levels	Essential
Experience of working to health and safety procedures and regulations	Essential
Experience in project planning and execution	Essential
Experience in monitoring and managing premises budgets and procurement of goods, contracts and other services	Desirable
Experience of managing sites in the education sector	Desirable
Experience of working with people with learning disabilities	Desirable
Skills	
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Ability to monitor and evaluate procedures effectively	Essential
ICT proficiency, sufficient to maintain records and communicate effectively with School staff, Management, Governors and external stakeholders, e.g. good working knowledge of Microsoft office Excel, Word, Outlook email and other school-based systems	Essential
Ability to undertake and write Risk Assessments	Essential
Ability to plan strategically and be an efficient project manager	Essential
Ability to use initiative, and have well developed incisive analytical and problem-solving skills	Essential
Practical maintenance and DIY skills	Essential
Knowledge and understanding	
Current knowledge of site maintenance and development, and appropriate knowledge of H&S legislation and requirements	Essential
Relevant knowledge of GDPR regulations, e.g. in relation to management of the CCTV system	Essential
Sound working knowledge of health and safety legislation and best practice.	Essential
Understanding of statutory compliance requirements (e.g. fire safety, asbestos, legionella, gas and electrical safety).	Essential
Knowledge of site security and emergency procedures	Essential
Knowledge of the operation of heating, ventilating systems and common causes of malfunctions.	Essential
Knowledge and understanding of routine preventive maintenance	Essential
Knowledge of COSHH regulations, and experience of risk management in this area	Essential
Understanding of child protection issues	Desirable
Qualifications & Training	
Good general level of education, including literacy and numeracy skills	Essential
Relevant qualification in premises management, building maintenance or health and safety or qualified by experience	Essential



Up to date First Aid at Work Qualification	Desirable
Relevant Health & Safety certification e.g. NEBOSH, IOSH Managing Safely	Essential
Basic training in one of the following: plumbing, building maintenance, heating systems, electrical maintenance	Desirable
Willingness to undertake relevant training related to health and safety, safeguarding, and site management	Essential
Personal Qualities	
Reliable, trustworthy, and conscientious	Essential
Flexible and adaptable approach to work	Essential
Ability to work as part of a team and build positive working relationships	Essential
Commitment to maintaining high standards of safety, cleanliness, and presentation	Essential
Willingness to contribute to the wider life and ethos of the school	Essential
Safeguarding & Suitability	
Commitment to safeguarding and promoting the welfare of children and young people.	Essential
Willingness to undertake an enhanced DBS check and all required pre-employment checks	Essential
Additional Requirements	
Willingness to work flexibly, including early mornings, evenings, and occasional weekends	Essential
Physical capability to undertake the duties of the role, with reasonable adjustments as required	Essential