



BOURNEMOUTH SCHOOL  
FOR GIRLS

**INFORMATION PACK FOR THE POST OF:**

**PREMISES MANAGER**

An exciting opportunity has arisen at Bournemouth School for Girls that requires an experienced, highly motivated individual to take on the role of Premises Manager. For this newly created post, we are looking for someone who is reliable, able to demonstrate initiative, with strong leadership and management skills, capable of working under pressure to deadlines and have a thorough knowledge of health and safety, fire risk management and building maintenance, therefore ensuring the smooth operational function of the school.

2018 marks our centenary year. Therefore it is more important than ever that we are looking our best! Current projects include the final phase of the replacement of our heating and water system, upgrading our security and developing our sports facilities.

We are seeking a hardworking, flexible and talented individual who has the ability to work with both our own staff and external contractors.

This individual must have the drive, energy and enthusiasm, as well as the initiative and skill set to maintain and optimise the use of our current facilities. As well as having a practical approach, the ability to maintain accurate written records will be essential. IT skills will be useful in this regard.

The successful candidate will lead and support site staff both efficiently and effectively to ensure the full provision of all maintenance and grounds management.

The Premises Manager will be a budget holder and also be responsible for security, the in-house cleaning team and deployment of the caretaking team to ensure that there is cover both during the school day and for lettings outside of school hours. We are open from 6am to 6pm weekdays. Duty hours will be by agreement but are likely to include occasional evening and weekend hours.

The information pack can be found on our website [www.bsg.bournemouth.sch.uk](http://www.bsg.bournemouth.sch.uk) in the vacancies section and contains all the details of the post, terms and conditions as well as more information about the school. If you think this role may be for you please complete the application form and return to the school either by post or by email to [jford@bsg.bournemouth.sch.uk](mailto:jford@bsg.bournemouth.sch.uk).

The closing date for applications is Tuesday 20th February 2018.

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people. All post holders are required to obtain an enhanced Criminal Records disclosure via the Disclosure and Barring Service (DBS), including checks against the barred list together with all other appropriate vetting procedures.



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## **JOB DESCRIPTION**

<b>Job title:</b>	Premises Manager	<b>Job Ref:</b>	XS 1.1c
<b>Reports to:</b>	Bursar		

### **Main job purpose**

To ensure the school's buildings and furnishings are maintained to a high standard as defined by the school, compliance and Health and Safety legislations and as determined by the governors of the school.

To plan, organise and inspect all works relating to the general site management ensuring that the school's accommodation is fit for purpose and available as required.

### **General Responsibilities**

Ensure health and safety policies and procedures are complied with at all times.

Promote and ensure the health and safety of pupils, staff and visitors at all times.

Be aware of and comply with policies and procedures relating to safeguarding and Child Protection reporting all concerns to an appropriate person.

Contribute to the overall ethos, vision and values of the school

### **Main responsibilities and duties**

To manage and supervise all caretaking, premises, building repair and maintenance, and cleaning services.

To identify and provide appropriate and regular training to site service personnel in safe working practices, handling of equipment, machinery, chemicals and materials and manual handling regulations.

To advise the Bursar as to the maintenance, upkeep and development necessary within the school.

To plan, specify and programme work related to the internal site maintenance and repair, responding to repair requests and bids; retaining records and budgetary records, including emergency repairs and signing off contractor's work and related invoices.

To specify work, supervise and direct the grounds maintenance contractors.

To assess and monitor contractor services on-site against agreed specifications, reporting to the Bursar matters of concern regarding standards of work.

To be responsible for the overall security of the site and to arrange for the locking of the site following end of use and to provide appropriate levels of security (e.g. out of schools hours) for lettings and other related activities, including the setting of the alarm system and responding to call out by the police.

To ensure that the maintenance and servicing of heating plant, its operation and monitoring heating requirements as necessary.

To respond to delivery of and ensure adequate supply of materials and equipment; approve and sign for deliveries; to arrange for internal distribution.

To advise Bursar of identified major repairs and maintenance requirements outside agreed service specification/limitation.

To monitor all contractors and own work groups to ensure best value, and to assess and propose alternatives to improve the quality/cost effectiveness of the service.

Be first on call in the event of any emergencies and to liaise as appropriate with external agencies such as police, fire brigade, general contractors etc.

Provide access to the school site outside normal school hours as required.

To be a named key holder of the school.

### **Knowledge & skills**

To have a recognised apprenticeship or similar (e.g. City & Guilds), with a good all round knowledge of building and associated trades is essential. Approved certificates in the use of specialist equipment, (e.g. wood machinery, circular saws) will be required where general repairs to the fabric of the buildings is undertaken in-house.

Managerial experience and qualification is desirable but previous relevant supervisory experience in a related post is essential.

The post-holder must have a detailed knowledge and understanding of health and safety and be able to advise, guide and apply the statutory requirements of risk assessment and avoidance, the manual handling regulations and the handling of hazardous chemicals (COSHH). (Wherever possible this competence should be confirmed by the award of appropriate certification).

The post-holder will be required to have, or be prepared to gain, competency in asbestos management, legionella awareness, electrical testing and other building maintenance and equipment procedures.

### **Supervision and Management**

The post-holder will often be required to work without direct supervision due to the times of work and/or nature of duties.

Management & Supervision of caretaking, premises cleaning, and grounds personnel on site and joint supervision of contract personnel working on site:

There is a requirement to supervise other staff (including PDR's)

### **Problem solving and creativity**

Identifying and responding to any problems arising from machinery and equipment breakdowns, or any other incidents occurring during and out of school hours. Making appropriate arrangements for repairs to be carried out, as authorised by the Bursar and responding in line with agreed school policies and procedures.

### **Key contacts and relationships**

Regular contact with the Headteacher, SMT, Bursar and staff and students of the school. Additionally, the post-holder may have regular contact with parents, other site users (lettings), contractors and other delivery services.

Regular contact with external bodies as to site maintenance and inspection forms part of the duties of the post-holder.

### **Decision making**

The post-holder will have control of budgets relating to the maintenance of the buildings and grounds of the site, including cleaning materials, minor building and repairs works, fixtures and fittings and general maintenance.

Identification of and responding to health and safety hazards throughout the school premises.

### **Resources**

Equipment will be used on a regular basis. A detailed and thorough understanding of operation and maintenance of the school alarm and heating systems will be required. Training and appropriate personal protective equipment will be provided.

### **Working Environment**

Frequent physical effort, including walking around the site, lifting and carrying and occasional climbing of ladders within school and workshop environments. Handling and moving deliveries and portorage of furniture and equipment may be required.

Occasionally will require some outdoor works in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.

January 2018

<b>Terms and Conditions</b>
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Pay Scale	Grade 9, SCP 26-31
Pay	£23,398 - £27,668.
Hours per week	37 hours pw, 52.14 weeks pa. Weekly scheduled hours to meet the needs and efficiencies of the school.
Holiday	30 days increasing to 33 days after 5 years' service
Contract	Permanent

The appointment is subject to satisfactory references, Police and Medical clearance and satisfactory completion of a six months' probationary period.

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Date:</b>	January 2018
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