



# Holywell Primary School

Tolpits Lane, Watford, Herts, WD18 6LL  
 Tel: 01923 225188 email: [admin@holywell.herts.sch.uk](mailto:admin@holywell.herts.sch.uk)  
 Acting Headteacher: Miss Tanya Mortlock

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<b>Job Title:</b>	Premises Manager
<b>Scale</b>	H5
<b>Reports To:</b>	Headteacher
<b>Job Purpose:</b>	Responsible for the security of the premises and related Health and Safety, maintenance and cleaning within the School and providing an appropriate environment for students to work and learn.

## ***Main duties and responsibilities***

Take a lead role in updating, monitoring and maintaining Health and Safety policies and procedures as they relate to the building, facilities, cleaning and grounds:

- Fire alarms are tested in line with guidelines
- Assist in all fire/safety evacuation procedures and tests
- Equipment used by caretaking and cleaning staff is validated and in safe working condition
- Risk Assessments and COSHH Assessments are up-to-date, and staff are training in their use
- Records are kept of regular checks/service calls on equipment.
- Ensure all site staff are trained in all relevant emergency procedures.

Be responsible for ensuring the security of school buildings, site and resources.

Implement the planned repair and maintenance programme in line with the School's Estate Plan and health and safety standards

Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation.

Ensure the cleaning (internal and external) is performed efficiently and to a high-quality standard, ensuring that the cleaning duties of cleaners are fulfilled and the school is a clean and litter-free environment

Supervise other premises staff. Train new members of the team as part of their induction to ensure they are given the appropriate guidance and support. Be a line manager for the site team undertaking performance appraisal.

Responsible for regular maintenance checks and follow-up actions.

Lead health and safety induction training for all new staff.

Report H&S matters to SLT and Governors.





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Manage the Schools maintenance requirements to support a regular and cost effective maintenance programme.
Responsible for contractors whilst on site and ensure work is completed to the required standard, coordinating projects where appropriate.
Purchase premises related equipment and supplies within agreed budget.
Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms).
Act as H&S Officer and complete termly H&S checklist inspections.
Arrange tenders and quotes and manage the appointment of external contractors.
Monitor and manage stock (e.g. bulbs, cleaning / hygiene materials) within an agreed budget, cataloguing resources and undertaking audits as required
Maintain the school inventory of all machinery, equipment and /materials
Carry out complex administrative tasks eg. maintaining records, information and data, producing reports as required
Liaise with other school staff/departments on premises issues.
Monitoring utility usage and tracking action to reduce expenditure where appropriate.
Responsibility for the coordination of lettings.
To collaborate with staff, sharing ideas and best practice.
Provide on-going, holistic social/emotional /mental health support to children, parents and staff whilst embedding the Nurture Principles across the school.
Maintain high standards in your own attendance and punctuality.
Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all staff must make sure their approach is child-centred. This means that they must, at all times, do what is in the best interests of the child and follow the guidelines set out in 'Keeping Children Safe in Education'.
Any other duties as deemed appropriate to the post under the direction of the Headteacher.





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## Person specification

	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• NVQ level 2 in numeracy &amp; literacy (or equivalent)</li> <li>• Level 1 Safeguarding</li> <li>• Willingness to undertake CPD</li> <li>• Current DBS</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with children</li> <li>• Experience of working as part of a team</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Understanding of health and wellbeing, safety and child protection</li> <li>• Awareness of data protection and confidentiality</li> <li>• Computer literate and proficient (E mail, word processing, spreadsheet)</li> <li>• Understanding of the School ethos and values</li> <li>• Effective oral and written communication skills</li> <li>• Minor DIY repairs and maintenance</li> <li>• Awareness of Control of Substances Hazardous to Health (COSHH)</li> <li>• Working knowledge of Health and Safety at Work</li> <li>• Working knowledge of policies and procedures</li> <li>• Knowledge of legionella and asbestos testing</li> <li>• Manual Handling</li> <li>• The ability to supervise and organise a team under the direction of the Headteacher</li> </ul>	<ul style="list-style-type: none"> <li>• First aid skills</li> <li>• Working knowledge of social media</li> </ul>





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<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• High standards in your attendance and punctuality</li> <li>• Ability to work in a team</li> <li>• A flexible approach</li> <li>• Problem Solving</li> <li>• Active Listening</li> <li>• Organised</li> <li>• Motivated to support children</li> <li>• Managing Relationships</li> <li>• Resilience</li> <li>• Possess high levels of emotional literacy</li> <li>• Approachable and nurturing personality</li> <li>• Enthusiastic and positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Self-confidence</li> <li>• Ability to relate well to other professionals</li> <li>• Good sense of humour</li> <li>• Community facing</li> </ul>
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