



# SPELLBROOK C of E PRIMARY SCHOOL (vc)

*Flourishing in Love and Learning*

----- The Parish of Great St Mary's -----

London Road, Spellbrook, Bishop's Stortford, Herts. CM23 4BA

Telephone: 01279 723204 Fax: 01279 726508 Email: [admin@spellbrook.herts.sch.uk](mailto:admin@spellbrook.herts.sch.uk)

Job title: Premises Manager (Part-time)

Pay Grade FTE: H5 (spinal point 9-14)

Line manager: Headteacher

Purpose of the Role: Responsible for the security of the premises and related Health and Safety and maintenance within the School and providing an appropriate environment for students to work and learn.

Responsibilities:

- Be responsible for ensuring the security of school buildings, site and resources.
- Act as a designated key holder, providing out of hours and emergency access to the school site.
- Ensuring the site is safe including clearing all school areas of snow/ice in colder weather.
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site and cleaning duties.
- Arrange emergency repairs.
- Undertake general portage duties, including moving furniture and equipment within the school.
- Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation.
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
- Responsible for regular maintenance checks and follow-up actions.
- 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.
- Monitor & 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).
- Arrange tenders and quotes and manage the appointment of external contractors.
- Undertake risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
- Assist with the set-up and coordination of lettings and seeking opportunities to maximize bookings.
- Act as H&S Officer and complete termly H&S checklist inspections.
- Report H&S matters to SLT and Governors.
- Store allocated equipment and materials safely and securely

- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
- Manage waste
- Refill and replace soap, towels and other materials
- Any other appropriate duties at the request of the headteacher.

<p><b>Knowledge preference related to</b>          NVQ level 2 (or equivalent - not essential)          Minor DIY repairs and maintenance          Level 1 Safeguarding / Awareness of keeping children safe          Awareness of Control of Substances Hazardous to Health (COSHH) – Training given          Working knowledge of Health and Safety at Work          Working knowledge of policies and procedures          Knowledge of legionella and asbestos testing          Understanding of the Schools Ethos, Vision and Values          Manual Handling</p>	<p><b>Competencies</b>          Communication (written and verbal)          Listening          Team working          Monitoring          Planning/Time management and organising          IT skills including excel and Teams          Flexibility          Customer service</p>
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*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*