



# St Alban & St Stephen Catholic Primary School & Nursery

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**Executive Headteacher: Mrs S Lavelle Murphy**  
**Head of School: Ms T Hackett**

## **JOB DESCRIPTION: Premises Manager**

**Job Title:** Premises Manager

**Responsible To:** Headteacher

**Responsible For:** Maintaining a clean and safe school environment under the direction of the line manager

**Grade:** H3, Point 6

**Hours:** 37 hours per week, 52 weeks per year

**Location:** St Alban and St Stephen Catholic Primary School & Nursery

### **Job Purpose**

To ensure that all aspects of the school site, both internal and external, are maintained to a high standard regarding health and safety, security, and cleanliness. The role carries direct responsibility for minor and day-to-day repairs, refurbishments, and decorations (both reactive and planned) to ensure the entire school environment runs safely and efficiently.

### **Personal and Professional Standards**

- Support the aims and Catholic ethos of the school and the All Saints Catholic Academy Trust.
- Act as a role model in terms of professional dress, appearance, punctuality, and attendance.
- Take responsibility for personal and professional development using the support staff performance appraisal process.
- Share the school's commitment to safeguarding and promoting the welfare of children and young people, reporting any concerns to an appropriate person.
- Comply with all relevant policies and procedures within the school and Academy Trust (including Code of Conduct, Health and Safety, Confidentiality, and Data Protection).
- Participate in training, professional learning activities, and meetings as required.

### **Key Responsibilities & Duties**

#### **1. Site Security, Opening & Closing**

- Open both school sites daily, including disabling alarm systems and opening exterior shutters and window security covers.
- Unlock all school gates to allow safe access for pupils and staff and ensure gates are shut and locked after morning registration.
- Secure the site when necessary, serving as a keyholder as required by the setting.

#### **2. Daily Setup & Caretaking Logistics**

- Set up tables for Breakfast Club on the Lower Site each morning.
- Set up dining/lunchtime tables on the Lower Site by 11:30 AM.
- Support line management with setting up and clearing away furniture and equipment for internal meetings and school functions.
- Undertake portering duties including handling deliveries, moving furniture, and transporting equipment.
- Bring in daily deliveries of milk and fruit for the Lower and Upper Site.
- Transport and replenish essential stock (e.g., toilet rolls, paper hand towels) to the Nursery.

#### **3. Health, Safety, Compliance & Testing**

- Conduct daily morning site walk-throughs to inspect for Health and Safety hazards.
- Perform weekly testing of the fire alarm system and log results.



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Registered Office: The Office Suite, 96 The Crescent, Abbots Langley, Herts, WD5 0DS

- Carry out, interpret, and report statutory health and safety tests using dedicated software (e.g., Statlog) on a daily and weekly basis.
- Inspect daily physical apparatus and play equipment to ensure safety standards are maintained.
- Monitor toilets across the premises daily to inspect for and prevent flooding.
- Monitor asbestos management logs and conduct visual inspection checks.
- Draft, review, and maintain facility Risk Assessments under guidance.
- Undertake minor health and safety repairs promptly across the site.

#### 4. Maintenance, Repairs & Groundskeeping

- Execute general maintenance tasks, simple plumbing work, and minor building/repair works.
- Undertake minor refurbishments and decorative touch-ups as needed.
- Carry out general groundskeeping duties (e.g., leaf blowing, path clearing, and debris removal).
- Respond promptly to maintenance requests raised by school staff.

#### 5. Cleaning & Sanitation

- Check, restock, and replenish cleaning supplies on the Upper Site.
- Manage waste and recycling systems: inspect, empty, and maintain bins as necessary.
- Undertake daily cleaning routines to ensure high standards across the site.

#### 6. Communication, Contractor & Administrative Liaison

- Maintain direct communication with the Headteacher and Office Manager regarding daily site needs.
- Liaise with contractors, service companies, and building trades working on site; schedule visits and gather comparative quotes.
- Advise the line manager of faults to the building, fixtures, and fittings that require specialist external attention.

#### Key Contacts

- Headteacher (Line Manager)
- ASCAT Director of Estates
- Senior Leadership Team (SLT), Teaching, and Support Staff
- Building Trades, Contractors, and Local Authority Staff
- Cleaning Staff / Contract Cleaning Supervisors

#### Knowledge, Experience & Person Specification

- **Experience:** Experience of working in a school or similar environment is desirable; evidence of success in handyperson or DIY tasks is essential.
- **Skills & Abilities:** Ability to carry out basic plumbing, minor repairs, basic carpentry, and general grounds maintenance. Ability to act on own initiative and prioritize work effectively.
- **Compliance & Knowledge:** Knowledge of efficient cleaning methods and materials. Basic understanding of Health & Safety, fire safety standards, risk assessments, and compliance logging.
- **Attributes:** High degree of flexibility and sensitivity to the needs of a wide range of school users. Excellent punctuality, reliability, and commitment to safeguarding children.

#### Safeguarding & Pre-Employment Checks

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check, satisfactory references, online search checks in line with KCSIE guidance, and all other relevant pre-employment safeguarding checks.

