Park Primary School

Job Description - Premises Manager (Band F)

Job Title:	Premises Manager	**Post Number:**	E229/21/01
Grade:	Band F	**Location:**	Park Primary School
Reporting To:	Headteacher and Business Manager	**Responsible For:**	Cleaning Staff, Site Team
Date Prepared:	November 2026		

1. Job Purpose

Under the overall direction of the Headteacher and Business Manager, the Premises Manager is responsible for ensuring the security, safety, maintenance, operational functionality, and presentation of the school building and grounds. The postholder will oversee site compliance, manage pre-planned and emergency repairs, direct cleaning and caretaking operations, supervise contractors, and maintain high standards across all premises facilities to support a safe, effective learning environment for pupils and staff.

2. Key Responsibilities & Duties

2.1 Site Security and Emergency Call-Outs

- Act as the primary designated key holder for the school premises, ensuring secure opening, locking, and alarm activation/deactivation.
- Provide out-of-hours and emergency access in order to respond promptly to security incidents or site emergencies.
- Ensure the overall security of school premises, buildings, and physical assets, taking immediate remedial action against breaches or hazards.

2.2 Building and Grounds Maintenance

- Lead the development, implementation, and monitoring of the annual site maintenance plan in consultation with school leadership.
- Carry out minor repairs, decorative work, joinery, plumbing, and handyperson tasks not requiring a qualified craftsperson.
- Maintain all grounds, external areas, patios, pathways, and play areas in a safe, clean, and tidy condition, including litter picking and routine jet washing.
- Ensure gullies, grids, drains, and gutters are clear and free-flowing.
- Execute seasonal winter routines, including frost prevention, snow clearing, and spreading rock salt to secure safe access routes across the site.

2.3 Health, Safety and Compliance

- Conduct regular health and safety inspections of buildings, grounds, fixtures, ladders, and external play equipment, maintaining accurate records.
- Manage and execute statutory compliance procedures, including risk assessments, fire safety checks (alarms, emergency lighting), and water safety monitoring (e.g., Legionella).
- Operate strictly in accordance with COSHH (Control of Substances Hazardous to Health) regulations and Manual Handling guidelines, ensuring safe chemical handling and storage.
- Ensure all staff are informed of Health and Safety at Work Codes of Practice, deliver training and distribute relevant policy updates promptly.
- Identify site hazards immediately, taking swift corrective action and escalating serious concerns directly to the Headteacher and Business Manager.

2.4 Plant, Heating and Utilities Management

- Efficiently operate heating plants, boilers, and controls to maintain required ambient temperatures and adequate hot water throughout the school.
- Perform routine maintenance and checks on ancillary plant equipment by following specialist engineer guidelines.
- Implement proactive frost protection measures during periods of extreme weather to safeguard pipework and facilities.

2.5 Cleaning Supervision and Hygiene Standards

- Line manage and supervise cleaning staff, distributing workloads, setting standards, monitoring performance, and arranging and/or delivering necessary regular training.
- Ensure all cleaning and caretaking tasks comply with health and safety standards, safe working practices, and correct chemical/machinery procedures.
- Monitor, restock, and maintain W.C. facilities and cloakrooms (soap, toilet rolls, paper towels, hand sanitizer).
- Conduct regular hygiene checks of toilets and high-traffic areas throughout the school day.
- Perform cleaning duties to maintain hygiene and safety.

2.6 Contractor Supervision and Procurement

- Supervise external contractors on site, verifying that work is carried out safely, within agreed timescales, and to required quality standards.
- Coordinate pre-planned service contracts and arrange emergency specialist repairs as necessary.
- Monitor stock levels, order caretaking and cleaning supplies, and manage small cash disbursements in accordance with school financial regulations.
- Promote best value principles across all premises purchases, contracts, and service renewals.

2.7 Administration, Inventory and Logistics

- Utilise ICT tools, email, online calendars, and digital reporting software effectively to manage daily tasks, schedule works, coordinate room usage, and communicate with staff and contractors.
- Maintain accurate electronic and paper records for all maintenance works, safety inspections, stock inventories, and premises expenditure.
- Receive, check, and store school deliveries, arranging prompt distribution across departments.
- Perform general porterage duties, including moving furniture, equipment, and setting up halls/rooms for school events or examinations.
- Manage waste disposal and lead an effective site recycling programme to promote environmental awareness across the school.

3. Safeguarding and Professional Responsibilities

- **Safeguarding:** Fully commit to safeguarding and promoting the welfare of children and young people, strictly adhering to school policies and child protection procedures.
- **Professional Relationships:** Build positive, collaborative relationships with colleagues, pupils, parents, visitors, contractors, and governors, responding to enquiries courteously.
- **Confidentiality:** Maintain strict confidentiality regarding all school business, pupil records, and personnel matters.
- **Professional Development:** Actively participate in performance management, continuous professional development, and statutory training courses.
- **Flexibility:** Undertake any other reasonable duties commensurate with the grade and responsibilities of the post as requested by line management.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by ***Park Primary School***

November 2026