



Job Title: Premises Manager

Responsible to: Head Teacher

Responsible for: Maintenance Team

Job Summary:

Managing a team of 3 Maintenance Technicians, the Premises Manager is responsible for the general safety, maintenance and upkeep of the Charity premises and grounds to a very high standard. Project managing for the building as well as the extensive 8 acre grounds (from initial enquires to completion of small to large projects). Providing a safe, secure, clean, and warm environment for all pupils, staff and visitors. The post holder will work closely with the Head Teacher and external contractors, and other internal departments, to ensure a coordinated and timely service and premises strategy for the Charity.

Main Duties:

- Create and manage a genuinely collective team of staff who demonstrate enthusiasm and self-motivation, proactively using their own initiative to accomplish tasks and work collaboratively to ensure our premises look bright, welcoming and immaculate at all times.
- All aspects of team management, including appraisals, probationary reviews, induction / internal training requirements, identifying external and online training requirements, conducting disciplinary hearings, return to work meetings, etc. as required.
- Proactively manage, monitor and maintain the premises, maintenance log and Maintenance Technicians, to ensure general repairs.
- Maintain a safe and secure environment, adhering to all health and safety legislation, to include but not limited to:
 - Joinery, heating and plumbing, painting and decorating, building work, grounds, general site improvements, pest control, vehicle maintenance, etc. (external contractors are hired for specialist tasks).
- Project manage, from initial stage through to completion, and act as the main point of contact for all projects.
- Organise and manage internal and statutory routine maintenance inspections, to include: daily, weekly, monthly and termly checks.
- Liaise with external contractors / specialists for the completion of annual checks.
- Maintain all records, in good order ensuring all are up to date according to Statutory Maintenance requirements, to include:
 - Internal checks such as: fire alarm testing, building alarm testing and PAT testing etc.
 - External checks such as: gas safety checks, boiler servicing, fire-fighting appliances, fixed electrical testing, electrical certificates, waste and recycling contract, pest control, emergency lighting, water and air conditioning testing etc.
- Negotiate better contract terms with external contractors where possible.
- Ensure the Charity is always prepared for, attend and assist with Health & Safety inspections. Assist the Head Teacher with Health & Safety Policy updates as required.
- Ensure the Charity is always prepared for, attend and assist with fire safety inspections. Assist the Head Teacher with Fire Policy updates as required.
- Upskill the Maintenance Technicians to ensure knowledge sharing and to enable all of the Maintenance Team to complete all required day to day tasks to a high standard and to ensure they comply with safety rules and procedures and ensure no risk to self or others.

- Complete purchase orders for supplies and minor works and submit to the Head Teacher all written quotations / tenders for building and ensure all petty cash and receipts are returned in a timely manner.
- Responsible for checking contractor's schedules of work, risk assessments and health and safety policies, checking all agreed work has been carried out satisfactorily in consultation with the Head Teacher and confirm invoices for payment once checks are complete.
- Ensure contractors are escorted in accordance with the Charity's Safeguarding Policy.
- Act as first point of contact and coordinate a respond to emergency call outs, as required.

Health and Safety:

- Maintaining, using and storing of equipment in line with Health & Safety requirements at all times.
- Keeping up to date with and working with the Charity's Health & Safety Policy and practices.
- Conduct and adhere to risk assessments, hazard control and safer working practices.
- Following appropriate policies and training.
- Comply with Fire Marshall / Warden responsibilities.

Other:

- Support Talbot House Children's Charity's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos / work / aims of the school.
- Be a strong role model for pupils.
- Be aware of, and comply with key policies and procedures, for example, health & safety, equality and diversity, security, confidentiality, data protection, reporting all concerns to line management.
- Operate as a supportive member of the team by providing support and assistance to other members and attending and participating in team meetings.
- Participate in training, other learning activities and performance development as required.
- Drive company vehicles as required for the role (to include but not limited to cars and minibuses), with or without pupils present.
- The above list is not exhaustive and other duties may be attached to the post from time to time.
- Variation may also occur to the duties and responsibilities without changing the general character of the post.

To apply please fully complete our application form, using the personal specification to help you complete the 'skills, experience and knowledge' section of the form. Applicants who read our Tips for Applicants document before completing this section of our application form are more likely to be offered an interview. You will find our Tips for Applicants document attached above.

If you have any queries regarding this position or the application process, please contact the HR Department on 0191 229 0111 or email HR at: hr@talbothousecc.org.uk

Note: The Charity is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment (see full policy details on our website). This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances and continued subscription to the DBS Update Service. Please see link for further information:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf

Please note that this role is classed as regulated activity as it involves working directly with children and / or vulnerable adults. All short-listed candidates will be asked to complete a criminal records self-declaration form prior to interview. Please note it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children and the Charity has the right to respond appropriately.

We can only accept a Charity Application Form for this role. We are not able to accept CVs for any role. If you submit a CV it will not be reviewed. Please view our safer recruitment policy. Applicants should be aware that any relevant issues arising from their declarations and references will be addressed at interview.

Personal Specification:

	CRITERIA ESSENTIAL / DESIRABLE CRITERIA FOR THE ROLE & WHERE TO EVIDENCE	CRITERIA ESSENTIAL / DESIRABLE	EVIDENCED
	QUALIFICATIONS, TRAINING, KNOWLEDGE & EXPERIENCE		
1	Formal trade qualification	E	A/I
2	At least two years' experience working in a similar managerial role, managing a team of staff	E	A/I
3	At least five years' experience working in a maintenance role	E	A/I
4	Experience of working in a school or similar environment	D	A/I
5	Health and Safety experience, knowledge & training	E	A/I
6	IOSH knowledge & training	E	A/I
7	Excellent knowledge and experience of working safely, and ensuring your team works safely	E	A/I
8	Project Management experience	D	A/I
9	Experience of working and liaising with external contractors and advisors (for example the Health & Safety advisor)	E	A/I
	SKILLS & ABILITIES		
10	Experienced team manager with the ability to create a positive, enthusiastic, proactive and collaborative team of staff	E	A/I/R
11	Ability to prioritise, plan, schedule and evaluate work with excellent time management and job recording skills (self and team)	E	A/I/R
12	Excellent IT skills in Word, Excel and Emails	E	A/I/R
13	Ability to communicate professionally and clearly with a wide range of people (written or in person)	E	A/I/R
14	Extensive skill range of basic power tools with the ability to use and store tools safely and correctly	E	A/I/R
15	Ability to carry out all maintenance duties, using appropriate PPE correctly	E	A/I/R
	PERSONAL QUALITIES		
16	Self-motivated and able to use own initiative while remaining team focused	E	A/I/R
17	Proven ability to respond positively to a pressurised environment and adopt a positive approach to problem solving	E	A/I/R
18	Ability to multitask and work flexibly to meet the demands of the organisation	E	A/I/R
19	Work as an individual & as part of a team	E	A/I/R
20	Willingness to work flexibility, sometimes with short notice	E	A/I/R
21	Willing to coordinate a quick response in emergency situations	E	A/I/R
22	Full driving licence able to drive both manual and automatic vehicles (cars, vans, minibuses etc.)	E	A
23	Clean and smart appearance	E	I
24	Good sense of humour	E	I
25	Demonstrates a natural enthusiasm for the role, a pro-active approach and a can-do attitude (be a great role-model for staff and pupils)	E	A/I/R
26	Enhanced clearance from Disclosure and Barring Service	E	Certificate

A = Application Form, I = Interview, R = Reference