

**MULBERRY SCHOOLS TRUST**  
**MULBERRY ACADEMY SHOREDITCH**

<b>JOB DESCRIPTION</b>		
<b>Post Title:</b> Deputy Premises & Contract Monitoring Manager	<b>Grade:</b>	PO3  Full Time (35 hours per week), All Year Round
<b>Directorate</b>  Premises & Contracts	<b>Date</b>	December 2018
<b>Responsible to:</b>	Premises & Contract Monitoring Manager (PCMM)	
<b>Responsible for:</b>	Premises Assistant	

**MAIN PURPOSE OF THE JOB**

To support the Premises & Contract Monitoring Manager (PCMM), and deputise in their absence, with the following;

- Assist in managing all elements and aspects of the Academy site and premises within the Facilities team ensuring that they are maintained in a safe, clean and secure condition.
- Assist in the monitoring of the catering contract for quality and value for money.
- Assist in managing the Premises Team to ensure the smooth and efficient running of a safe, secure, attractive and clean learning environment in which staff and students can achieve their full potential.
- Lead in the operation and management of the cleaning contract
- Lead in the operation and management of the minibuss protocol
- Assist in monitoring the Catering contract to ensure quality and value for money.

Participate in all tasks necessary for effective site management by being the lead or acting Facilities team lead responsible for:

**Cleaning:** Lead the management of the cleaning provision, reporting to the PCMM, whilst ensuring all Academy buildings and grounds are cleaned to agreed standards and specifications.

## **General Site and Premises Management including Grounds Maintenance:**

Assist the PCMM as follows;

maintenance of all Academy buildings, services, grounds and utilities, by developing and operating an agreed programme of planned preventative maintenance (PPM) and making sure that repairs are properly and promptly carried out.

**Security:** keeping all Academy buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired or fault rectified properly and promptly.

**Budget Control:** contributing to sound management and control of the Academy's resources including service budgets, contract monitoring and purchase/storage of goods and equipment.

**Risk Assessments:** Carry out risk assessments as necessary.

### **Health & Safety:**

- promote a positive H&S culture within the Academy through presentations and internal communications.
- Maintain compliance with all HSE legislation, including fire safety regulations. Work towards ISO 18001 accreditation.
- Understand and keep up to date with all HSE policies and procedures, advising the Academy of legal updates and changes to legislation.
- Monitor and assert safety management on site, working with contractors, review their H&S systems and ensure they are meeting their commitments.
- In the absence of the PCMM, acting as the Fire Marshall for the Academy.

**Staff Management:** To ensure a member of the Premises Team is on duty at all times the Academy is open.

**Academy Improvement:** work with the PCMM on whole school developments as defined in the School Improvement Plan, including maintenance, improvement and new building projects.

### **Lettings/Events.**

### **Minibus Fleet Management**

## **DUTIES & RESPONSIBILITIES**

Main duties and responsibilities are listed below.

Other duties of an appropriate level and nature may also be required.

### **1. Cleaning:**

Working with the PCMM in ensuring all Academy buildings and grounds are

cleaned to agreed standards and specifications, including:

- Overall management of the Academy cleaning staff / contractors, ensuring that cleaning schedules are effective; instructing and monitoring as appropriate, drawing to their attention any deficiencies.
- Ensuring safe use of all equipment/machinery/cleaning agents. Ensuring cleaners are aware of, and comply with, associated health and safety requirements.
- Ensuring that necessary cleaning tasks are carried out, including arrangements for emergency cleaning and removal of graffiti.
- Ensuring the cleaning of designated areas of the Academy not covered by the regular cleaning schedule.
- Arranging the cleaning of laundry items, contracts for refuse collection and sanitary bins.
- Checking daily on a regular basis that adequate supplies of soap, toilet rolls, towels and similar matters are available throughout the Academy, replenishing as necessary.
- Moving dustbins for the disposal of refuse, as appropriate, disposing of refuse by proper means and cleaning dustbin areas.

## **2. General Site and Premises Management including Grounds Maintenance:**

Working with the PCMM in ensuring the maintenance of all Academy buildings, Services, Grounds and Utilities and that systems are in place so that any repairs are properly and promptly carried out, including:

### **Buildings maintenance**

- To be actively responsible for all aspects of the maintenance and improvement of all grounds, buildings, equipment, furnishings, plant, fixtures and fittings, furniture, curtains and blinds in the Academy under the general direction of the Principal. The extent to which the Premises Team will be able to carry out minor repairs, as distinct from initiating action for the repairs to be undertaken by other people, may be variable.
- Developing and managing an agreed programme of planned preventative maintenance to ensure the continuous improvement, repair, decoration and upkeep of the premises and grounds.
- Preparing work programmes and obtaining estimates, where appropriate, for submission to the Principal, planning and taking into account the operational needs of the Academy and teaching session times.
- Ensuring that repairs within the competence of the Premises Team are carried out promptly and that other repairs are put in hand and followed up as appropriate through approved contractors and maintenance companies.
- Ensuring that arrangements are in place to deal with minor repairs by existing staff, or building contractors as appropriate, including

- emergency response to vandalism damage
- General maintenance of the buildings for which the Academy is responsible, arranging for approved contractors to undertake statutory inspections and specialist maintenance work.
- Reviewing systems for reporting maintenance and repairs, feeding back to staff regarding action and timescale.
- Identifying, organising and contributing to minor decoration and maintenance to the building fabric and furnishings using appropriate tools and equipment.
- Arranging and overseeing alterations, redecoration, building and maintenance works and specialised repair work, reporting on progress made
- Monitoring all premises contracts to oversee delivery of the standards laid down in such contracts.
- Maintaining accurate inventory records for maintenance and repairs.
- Carrying out regular inspections of the Academy premises, equipment, fixtures and fittings, recording findings and taking required action to ensure that the site is well maintained, safe and in good repair.
- Ensuring that systems are in place to deal with emergencies and minimise disruption caused by snow, blocked drains/gullies etc., maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order.
- Moving stationery, equipment and other goods delivered to the Academy.
- Removing or stacking furniture and equipment within the Academy, transporting to appropriate location as required.

### **Heating, Ventilation, Plant & Energy Management:**

- Responsibility for ensuring the efficient operation and use of mechanical, electrical and heating services in the establishment. This may include usage and monitoring of heating and hot water plant, fans and lights throughout the Academy, including the Kitchen/Canteen areas.
- Ensuring that the heating and hot water systems are well maintained and are fully functioning.
- Overseeing the heating plant to provide sufficient temperatures whilst also taking account of energy conservation.
- Ensuring faults and defects, which cannot be dealt with by the Premises Team, are reported to the appropriate maintenance organisation and that follow-up action is taken as necessary, making recommendations for improvements of these operations.
- Evaluate the provision of site services and make recommendations regarding potential new providers.

### **Grounds Maintenance**

- Ensuring that the grounds are maintained to a high standard.

- Ensuring that all areas and paths are free from litter, weeds and the excessive accumulation of dirt or leaves.
- Grass cutting and tree/shrub pruning, removing unsightly litter from grassed areas and shrub beds of the Academy.
- Arranging specialist work.
- Planning landscape changes with outside agencies.

3. **Security:** Keeping all grounds and buildings secure, including:

- Responsibility for the overall security of the establishment. This includes patrolling or inspecting the site at appropriate intervals.
- Acting as a key-holder; controlling site keys, making sure that routine and non-routine opening occurs.
- Monitoring the effectiveness of security staff and their ability to respond flexibly to changing circumstances.
- Monitoring the day to day security of the site ensuring appropriate action is taken to deal with emergencies including intruders and police liaison, advising the SLT on security policies, matters and procedures.
- Ensuring a rota is in place to respond to alarm activation call outs, taking appropriate action to secure the premises and minimise the risk of any further intrusions pending the completion of permanent repairs.
- Reporting, as appropriate, any breaches of security and ensuring that any resultant damage is remedied properly and promptly.
- Ensuring that effective systems are in place regarding arrangements for securing the site, internal and external doors and that CCTV and alarms are fully functional.
- Ensuring a system exists to ensure that intruder alarms are properly set and reset and that authorised staff are adequately trained in their use.
- Ensuring a system exists for the opening of the Academy premises at the start of each day, e.g. deactivating intruder alarm systems, unlocking gates, external and internal doors, checking that premises have not been disturbed or damaged.
- Ensuring a system is in operation for the closing of the Academy premises at the end of each day. This includes checking the premises on foot to ensure that all occupants have vacated the site, ensuring that all windows are closed and locked, unnecessary lights and electrical equipment are switched off, locking of all secure areas, external doors and gates, activating intruder alarm systems, ensuring the safekeeping of keys to the premises.
- Testing security alarms to meet the requirements of insurers.
- Providing access to the Academy for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.
- Ensuring all pupils attend all lessons each day and attend their allotted lunch period.
- Supporting the teaching staff who manage classroom support.
- Supporting all College staff in the resolution of conflict and vandalism.

- Making recommendations to the Principal and (as appropriate) the Governing Body on all security related issues.

#### 4. **Budget Control:**

Working with the PCMM in ensuring sound management and control of the Academy's' resources including service budgets, contract monitoring and purchase/storage of goods and equipment, ensuring Best Value, Value for Money and Competitive Tender procedures are observed when obtaining quotations and making recommendations for awarding contracts.

- Managing the premises and cleaning budgets within areas of responsibility, monitoring and controlling areas of expenditure and the receipt of goods.
- Drawing up and maintaining a premises development plan which prioritises the work required and estimates costs.
- Producing and implementing an annual maintenance plan which identifies and schedules service contracts and long term non-recurring, short term cyclical and preventative work.
- On site supervision of contractors for repairs, maintenance and redecoration, preparing specifications and obtaining tenders, ensuring best-value and compliance with contract standing orders, ensuring compliance with plans, estimates and agreed objectives.
- Monitoring the performance and satisfactory completion of repairs and maintenance work, reporting any failure to fulfil the terms of the contract to the Principal.
- Ensuring the safe storing and moving of items of furniture, equipment and provisions as required
- Ensuring stocks of materials, protective clothing and equipment are maintained as required
- Keeping up-to-date records, inventories and forms as required
- Ensuring secure procedures are in place for transporting monies to and from the bank.

#### 5. **Risk Assessments:**

Working with the PCMM in carrying out risk assessments, including annual audits relating to security, health and safety, general building and grounds conditions, making recommendations for improvements.

- Carrying out risk assessments for Academy functions, as necessary.
- Maintaining records and planning for improvement.

## 6. **Health & Safety:**

Working with the PCMM in his role as principal site health and safety manager, ensuring compliance with health and safety regulations concerning the cleanliness, security and maintenance of all Academy buildings and grounds, including:

- Devising a health and safety strategy for the Academy, including staff training, ensuring that the Premises Team, Cleaning Team, external contractors, workmen etc are familiar with the Academy's Health & Safety Policy and its application to the site.
- Maintaining up-to-date knowledge of all regulations and official advice affecting health and safety in the Academy, keeping governors informed of changes in the law
- Ensuring compliance by periodic inspection; use of signs and removal of hazards in all areas
- Ensuring all safety doors, e.g. to boiler rooms, electrical supplies, etc are identified and secured against unauthorised entry.
- To be responsible for the testing of fire alarms and other systems at specified frequencies.
- Ensuring that fire exits are accessible and that fire fighting equipment is correctly positioned and serviced
- Ensuring proper investigations are undertaken and reports made on appropriate forms of all accidents or potential accidents on the Academy premises.
- Ensuring that first aid equipment and supplies are correctly maintained and are readily available
- Ensuring that other staff at the Academy are aware of their responsibilities as appropriate
- Notifying appropriate agencies where there is a pest or vermin problem and dealing with the problem as directed.
- Supervising any contractors working on the site who have been engaged by the Academy ensuring that they are not causing a danger to themselves or others.
- Ensuring the safe operation and maintenance of all mechanical and electrical, fire and other safety equipment, fixtures and substances within the Academy in accordance with Health & Safety legislation.
- Ensuring the clearing of snow/ice from paths and playgrounds, as necessary, to provide safe pedestrian access to the Academy site and between buildings.
- Ensuring all equipment, tools and other aids are properly maintained, stored and secured.
- Taking all reasonable steps to eliminate potential hazards arising from faulty or damaged fixtures, fittings or surfaces, 'making safe' at the earliest opportunity/restricting access to areas of potential hazard.
- Ensuring all work is undertaken in accordance with Health & Safety regulations.
- Making recommendations on all other health and safety matters.

## **7. Staff Management:**

Working with the PCMM in ensuring the leadership and management of the Academy's Premises & Cleaning Teams:

- To lead, direct and inspire all members of the team to develop and fulfil their potential.
- To deploy staff according to the needs of the Academy to carry out routine, preventative and proactive maintenance, making judgement where necessary to alter priorities to meet emergency situations.
- To monitor the attendance and performance of the team to ensure that the best possible service is provided, ensuring correct uniform is worn at all times.
- To assess the training and development needs of the team and ensure appropriate training and development programmes are in place, ensuring all members of the team, including yourself, attend appropriate training courses as required.
- To organise regular team meetings, ensuring effective communication between members of the team and between the team and other appropriate staff within the Academy.
- To draw up rotas to ensure that staff are deployed at all times the Academy is open including evenings, weekends and holidays. Times may vary to meet the needs of the Academy.
- Ensure staff complete daily records of hours worked
- Participate in Staff Appraisal procedures.

## **8. Academy Improvement:**

Working with the PCMM in ensuring and at times, leading whole Academy developments as defined in the School Improvement Plan.

- Assisting Governors in the execution of duties in relation to the premises
- Taking an active role in whole Academy improvements, both within and outside Academy hours, to enhance the curriculum offered to pupils.
- Liaising with the Principal and other staff, as appropriate, to discuss any agreed developments.
- Assessing, prioritising and costing requests for minor improvements, keeping relevant staff in the Academy informed as necessary.
- Liaising with architects, planners, potential contractors and Officers of the Local Authority.
- Assisting in the preparation of outline specifications for alterations and improvements to the buildings.
- Being the Academy's representative on all matters of site and building repairs and improvement, including managing follow-up quotations and making recommendations for awarding contracts.

## **9. Lettings/Events:**



- Supporting Academy lettings. This will include evening and weekend lets.
- Ensuring proper arrangements are made for authorised users of the site facilities and buildings. This will include lettings which may require furniture movement, maintenance or cleaning.
- Ensuring correct procedures are followed with regard to health and safety, site security, use of site, facilities and equipment etc.
- Providing support in the operation of the event/letting, ensuring changing rooms and sports facilities are of the required standard of cleanliness prior to evening lettings and Academy use in the mornings.

#### **10. Minibus Fleet**

- Taking a lead role in the fleet management of the minibuses used by the schools in the trust. This will be accordance with the Trust's Minibus Policy.
11. Complying with the Academy's Equalities, Child Protection, Confidentiality, Security and other policies, assisting with their development and promotion within the Academy, reporting all concerns to an appropriate person.

### **EQUALITIES STATEMENT**

Adhere to the Academy's Equalities Policies and ensure anti-discriminatory practice at all times.

### **COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the Principal.

### **SAFEGUARDING**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Academy and the local authority.



Signed \_\_\_\_\_ Date \_\_\_\_\_  
**Postholder**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
**Executive Principal**

*This Job Description is not prescriptive in that the needs of the Academy may change and this could necessitate revision in the future and amendment at any time, after consultation.*

<b>Person Specification for the Post of Assistant Premises &amp; Contract Monitoring Manager</b>	
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Sound knowledge of relevant Health &amp; Safety regulations and experience of working in an environment with a robust Health &amp; Safety management system.</li> <li>2. Working knowledge of and first line fault finding for: <ul style="list-style-type: none"> <li>• Heating and ventilation</li> <li>• Water, drainage and plumbing</li> <li>• Electrical systems and gas boilers</li> <li>• Security and alarm systems</li> <li>• Fire protection and detection</li> <li>• Air conditioning and ventilation</li> </ul> </li> </ol>
<b>Qualifications &amp; Experience</b>	<ol style="list-style-type: none"> <li>3. Demonstrable experience of safe working practices, ideally gained within a school environment. NEBOSH (certificate level) qualification preferred or higher.</li> <li>4. NVQ4 or above in Facilities Management preferred.</li> <li>5. Recent Fire Officer training or willingness to attend training.</li> <li>6. First Aid trained (3 day certificate) or willingness to gain this qualification</li> <li>7. Defibrillator trained or willingness to attend training.</li> <li>8. Previous experience of working with and supervising small teams of staff effectively.</li> <li>9. Experience of working with contractors, including tender processes and adopting robust procurement procedures; establishing and monitoring third party contracts</li> <li>10. Experience of budget management</li> </ol>

<b>Leadership and Management Framework</b>	<u><b>Achieving Results</b></u> 11. The ability to pay close attention to detail and checking information for accuracy. 12. The ability to work independently and to take initiative when appropriate. 13. Extremely well organised, sound time management and the ability to prioritise workload to meet deadlines. 14. Flexibility to adapt quickly to rapidly changing circumstances. 15. Ability to work under pressure in the Academy environment.
	<u><b>Engaging With Others</b></u> 16. Excellent interpersonal and communication skills (both oral and written). 17. The ability to work as part of a team. 18. Patience and a pleasant manner with good customer service skills 19. Understanding of, and ability to, maintain strict confidentiality, where appropriate. 20. Ability to work as part of, and contribute to, the Academy's Support Staff Team.
	<u><b>Valuing Diversity</b></u> 21. Experience, or empathy with, working in a multicultural environment.
	<u><b>Learning Effectively</b></u> 22. IT literate and willing to undertake further training as required. 23. Willingness to undertake professional development in the context of rapid development in the use of information technology.
<b>Other</b>	24. Demonstrable understanding and commitment to safeguarding the welfare of students and young people. 25. You may be required to work outside of normal Academy hours on occasions (e.g. assisting with Parents' Evenings, Achievement Evenings, Plays, etc).
<b>Special conditions</b>	26. Good level of physical fitness to undertake some heavy lifting, this is a hands-on role 27. Flexibility to attend work out of hours and respond to emergency situations 28. Enhanced DBS checked
<b>Working hours</b>	6am – 2pm Undertake morning checks

<b>Benefits</b>	<ul style="list-style-type: none"><li>• Free breakfast and lunch</li><li>• Free gym on site</li><li>• Employee Assistance Programme</li><li>• Cycle to Work Scheme</li><li>• Child Care Vouchers</li><li>• Attractive pension scheme</li></ul>
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