

Revised Job Description – School Premises Manager

Reports to: School Business Manager (SBM) / Headteacher

Location: Avondale Park Primary School & St Anne's Nursery School

Line Management: Cleaning team, site contractors, temporary maintenance staff (where applicable)

Key Purpose of the Role:

To maintain the highest standards of cleanliness, safety, security, and compliance across both school sites. The Premises Manager is responsible for ensuring the learning environment is safe, well-maintained, and fully operational at all times. The post holder will combine strong practical skills with a thorough understanding of statutory premises compliance, health and safety obligations, and school operational needs.

The role requires proactive planning, robust record-keeping, and the ability to prioritise tasks in a busy school environment.

Main Responsibilities

1. Premises & Facilities Management

- Take full responsibility for the safe and efficient day-to-day management of both school sites, ensuring they are fit for purpose and welcoming for pupils, staff, parents, and visitors.
- Act as lead keyholder, managing security systems, unlocking/locking both sites, and responding to alarm activations (including emergency callouts).
- Ensure the efficient operation of all site systems including heating, hot water, ventilation, energy controls, lighting, and drainage.
- Conduct routine inspections of the buildings, grounds, boundaries, and external areas to identify defects, hazards, and maintenance issues.
- Maintain the school's maintenance log using the Federation premises system (currently Every), ensuring jobs are recorded, prioritised, allocated, and closed promptly.
- Coordinate and supervise external contractors, ensuring they follow safeguarding, health and safety, and site rules, and that works are delivered to the agreed specification.
- Manage and support the set-up of classrooms, halls, and shared spaces for school activities, evening lettings, meetings, and events.
- Undertake general maintenance and minor repairs (plumbing, joinery, painting, glazing, fixtures/fittings) to reduce reliance on contractors.

- Oversee cleaning contracts; provide hands-on cleaning support when necessary (e.g. staff absence, incidents).
 - Manage site inventory, equipment, and stock levels for cleaning and maintenance supplies, ensuring value for money and proper storage.
 - Manage waste and recycling arrangements, ensuring the site operates sustainably and complies with relevant waste regulations.
 - Support planned premises projects (repairs, refurbishments, compliance works), ensuring tasks are completed on time and within scope.
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2. Statutory Compliance and Record-Keeping

- Ensure the school complies fully with premises-related legislative requirements, including but not limited to:
 - Health & Safety at Work Act
 - Fire Safety Order
 - COSHH
 - Asbestos regulations
 - Legionella control
 - Manual handling
 - Working at height
- Carry out and document all routine statutory checks, including:
 - Fire alarm tests
 - Emergency lighting
 - Fire doors (monthly)
 - Water temperature checks
 - Legionella flushing
 - Playground equipment inspections
 - First-aid equipment checks
 - Contractor permits to work
- Maintain accurate and organised records of:
 - Risk assessments
 - Safety inspections

- Equipment servicing
 - Compliance certificates
 - Contractor reports
 - Accident/near-miss reports
 - Act as the school's primary liaison with external compliance providers, ensuring annual servicing and inspections are booked and completed on schedule.
 - Ensure asbestos management procedures are followed (if applicable) and that the asbestos register is made available to contractors.
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3. Health & Safety Leadership

- Ensure the school site complies with all health, safety, fire and environmental regulations.
 - Provide advice to the SBM/Headteacher on emerging compliance issues, hazards, or required improvements.
 - Monitor and update the school's premises risk assessments and contribute to whole-school risk management processes.
 - Assist with the preparation of health and safety reports for SLT and the Governing Body Premises Committee.
 - Act as Fire Marshal for the site, supporting fire drills, emergency evacuations, and ensuring fire routes remain accessible at all times.
 - Take responsibility for ensuring hazardous materials (cleaning agents, chemicals) are stored and handled in compliance with COSHH.
 - Identify, report, and take immediate action on any health and safety concerns or near misses.
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4. Security & Safeguarding

- Maintain robust site security, ensuring visitors comply with safeguarding requirements and staff challenge unfamiliar individuals.
 - Ensure all areas—internal and external—are safe, tidy, and free from hazards, especially during pupil arrival and dismissal.
 - Report safeguarding concerns immediately in line with school policy and statutory guidance.
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5. Teamwork, Communication & Professional Conduct

- Work collaboratively with the SBM, Headteacher, admin team, cleaning staff, and all school colleagues.
 - Communicate professionally with parents, visitors, contractors, and other stakeholders.
 - Maintain a flexible approach to working hours when required (e.g. evening events, emergencies, holiday projects).
 - Attend all relevant training and maintain up-to-date knowledge in areas such as:
 - Fire safety
 - Legionella awareness
 - Asbestos management
 - Manual handling
 - Health & Safety regulations
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6. Other Duties

- Provide support for school events, lettings, and community activities (some evenings/weekends).
 - Assist with emergency incidents such as floods, leaks, weather-related issues, break-ins or alarm activations.
 - Support holiday maintenance schedules to ensure the school is ready for each new term.
 - Undertake any other duties reasonably requested by the Headteacher or SBM.
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Notes

This job description outlines the core responsibilities at the time of writing. Duties may evolve as school needs, regulations or circumstances change. Training and support will be provided for all compliance-related aspects of the role.