

Role Profile

Part A - Grade & Structure Information

Job Family Code	50S	Role Title	Premises Manager
Grade	S5	Reports to (role title)	Assistant Bursar / School Business Manager/ Head of School / Executive Headteacher
JE Band	161-191	School	Chertsey Nursery School
		Date Role Profile was created	Feb-23

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>Provide a security and caretaking service to the nursery school to minimise risks to the health and safety of those using the school site, and to limit the possibility of damage to the school premises and loss of property through theft outside normal school hours. Ensure the cost effective use of materials and equipment and participate in the efficient and economic use of the school premises.</p> <p>Key deliverables include:</p> <ul style="list-style-type: none"> • Participate in and ensure that the site is kept clean and tidy in order to minimise risks to the health and safety of those using the school site, and to ensure the activities of the school can take place in an environment suited to learning; • Contribute to maintaining the site in a good state of repair and maintaining heating and lighting, to minimise risks to the health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited to learning. Liaise with the Head of School /Assistant Bursar in the preparation of long- and short-term maintenance programmes; • Secure all school buildings and set alarm systems when school is not in use to protect the building and its contents, and provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations, initiating emergency services procedures when needed; • Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed; • Establish and maintain monitoring procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary cleaning and maintenance supplies. Take responsibility for raising any issues initially with the staff concerned or with the contractor as appropriate to achieve improved performance; • Contribute to the Governing Body's objectives of achieving greater value for money in the maintenance of the buildings and site through, for example, the management and monitoring of utility services and advising on increased efficiency of the service inspections/fault finding. • Product manage and source contractors for buildings and premises and liaise with contractors as directed. To present quotes for works to the Assistant Bursar / Head of School for SLT consultation.
Work Context	Chertsey Nursery School is one of Surrey's 4 Maintained Nursery Schools. There are approximately 80 children on roll in the Nursery. The Nursery School work cohesively focussing on the needs of the whole family. The role will be based at the Chertsey Nursery site. The Governing Body is Federated with Dorking Nursery School and Mole Valley Family Centre and there is a close partnership between the two settings.
Line management responsibility if applicable	n/a
Budget responsibility if applicable	n/a

Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none">• Contribute to operational functions by providing practical support and effective organisation of activities.• Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard. <p>Policy and Compliance</p> <ul style="list-style-type: none">• Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements. <p>People & Partnerships</p> <ul style="list-style-type: none">• Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service.• Develop strong relationships with partners and stakeholders to deliver a timely and efficient service.• May supervise and delegate work of the team, escalating performance issues appropriately. <p>Resources</p> <ul style="list-style-type: none">• Deliver a range of practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none">• Assist in the delivery of relevant assessments/ investigations.• Ensure information and records are processed and stored to agreed procedures.• Ability to store data and carry out basic analysis. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none">• Minimum 3 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level.• May be required to hold a certificate of competency in a defined area (E.g. First Aid at work) relevant to the role.• May be required to hold practical knowledge or experience relevant to the role.• Ability to work with others to provide excellent customer service.• Good written and oral communication skills with the ability to build sound relationships with staff and customers.• Competent in a range of IT tools.• Able to prioritise and plan own workload in the context of conflicting priorities.• Ability to guide and support less experienced or more junior colleagues.• Experience of working in an operational environment providing support to staff and/or the public.• Some roles may require work out of office hours in outdoor environments.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Knowledge and experience of basic site maintenance and building practice.</p> <p>Basic DIY abilities.</p> <p>Experience of dealing with other tradespeople, managing projects to fruition, ability to compare and analyse quotations to make recommendations.</p> <p>Basic knowledge of Health & Safety Legislation</p>

Role Summary	Roles in this level typically provide a practical support service as part of a specific service or service team. They work within established processes and procedures, resolving problems or queries with the more complex issues referred to others. They support more senior staff by executing the detailed processes in specific aspects of the service area and will be fully versed in the procedures of their specialism. They will be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales. Some roles at this level may be more restricted in terms of variety or organisation of tasks than others. Some roles may oversee an operational activity.
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Chertsey Nursery School is committed to safeguarding and promoting the welfare of children, young people families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced check by the Disclosure and Baring Service.