

Job Description: Premises Manager

Reports to:	Operations Manager
Start date:	1 st September 2025
Hours of work:	Full-time hours 8am to 5pm
Contract type:	Full term, 52 weeks. 25 Days holiday plus Bank Holidays
Responsible for:	Premises Assistants

The Role

As Premises Manager, you will play an integral role in ensuring Ark Pioneer Academy is a safe, inviting and positive learning environment for pupils, staff and visitors by ensuring the highest quality of site maintenance and management.

Key responsibilities

Buildings and Grounds Maintenance

- Be responsible for the maintenance of all Academy buildings, grounds and utilities, and establish and operate an agreed program of planned preventative maintenance using the building management system, ensuring that repairs and remedial works are carried out inhouse, calling on contractors if required.
- Regularly assess the condition of the building, reporting any defects and assessing the nature and extent of any repair work required
- Operate the Building Management System (BMS) ensuring it is running efficiently, using it to maximise energy conservation and identifying and rectifying any issues
- Manage all utilities in order to ensure quality of service and cost-optimisation.
- Take responsibility for the ordering, receiving, safe storage and delivery of goods and equipment, maintaining an up to date inventory
- Ensure that all mechanical, electrical and public health installations are fully operational and manage all utilities, to ensure quality of service and cost-optimisation.
- Obtain best value for money by procuring works from third parties in accordance with the Procurement Code of Practice.
- Promptly identify and resolve any areas requiring repair which are a source of danger to others or affect the security of the building.
- Oversee an agreed program of planned preventative maintenance and other regular housekeeping tasks and monitor.
- Manage the Premises Team (including cleaning and lettings staff), to ensure that there is always sufficient staff on site to provide for the day-to-day requirements and respond to any premises matters arising.
- Manage out of hours cover, investigate and respond to emergency callouts as needed.
- Manage the Academy's relationship with contractors, ensuring that contractual obligations are fulfilled, and identifying and working to resolve any performance issues.
- Receiving and process deliveries, taking them to the appropriate place within the Academy.
- Prepare rooms for lessons/meetings/events, setting out or putting away furniture as required and ensuring rooms are clean and presentable.

Health, Safety and Security

- Take responsibility for the safe unlocking and locking of the premises
- Act as the first key holder, which may include being called outside of normal working hours so that safety and security is maintained
- Ensure building and grounds are kept free from fire and other such hazards
- Carry out regular inspections and tests of fire and intruder alarm systems in line with legislation
- Ensure that risk assessments are up-to-date and implement any action plans to rectify deficiencies
- With the Ark Regional Site Team, ensure compliance with Health and Safety legislation and guidance
- Ensure recommendations arising from health and safety audits, water risk assessments and regular maintenance inspection are acted upon – under supervision of the Principal
- Make safe any hazards on site, reporting any hazards or defects which cannot be resolved
- Manage and supervise contractors whilst they work on site
- Ensure systems are in operation to keep the academy secure, including CCTV, entry systems and intruder and fire alarms, making sure these are set when the academy is closed
- Comply with the requirements of the Health and Safety at Work Regulations and take reasonable care for the health & safety for everyone onsite
- Act as an academy first aider
- Always be responsible for general security and access control, which may include being called outside of normal working hours to deal with security problems or emergency repairs. Ensure that the Academy is properly locked and alarmed when unoccupied.
- Manage and supervise contractors while working on the academy site operating a permit to work system as required, ensuring safeguarding requirements are met
- Keep up to date with changes in relevant health and safety law, fire and building regulations, ensuring prompt compliance, implementation and monitoring of regulations
- Be responsible for repairs and general maintenance and ensure that they are carried out within the delegated budget. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements
- Ensure that risk assessments and management plans are up to date and implement any action plans to rectify any deficiencies identified
- Ensure all refuse is disposed of promptly and in accordance with legislation
- Ensure fire risk assessments are in place and reviewed regularly and that appropriate fire safety and evacuation measures are in place and the academy is safe.
- Make use of the Ark network tools/databases (Every) to track and record maintenance services, onsite issues and compliance.
- To introduce, update, implement and monitor site policies and procedures to ensure the continuing safety and protection of the site and its occupants and continue to look for new initiatives to develop facilities, protect the assets and optimise costs.
- To maintain up-to-date fire risk assessments and health and safety risk assessments and organize termly fire evacuation drills, time the evacuation and keep appropriate records.
- To regularly check on the condition of the building, assessing the nature and extent of any repair work required. To undertake minor repairs and maintenance tasks

General Caretaking

- Replenish caretaking consumables (e.g. paper towels, soap, toilet rolls, hand sanitiser) and ensure stocks are held securely for use in academy
- Move furniture and stage equipment as directed by the Principal
- Cover ad hoc cleaning and maintenance requirements for both internal and external areas as required, ensuring a hygienic and safe working environment for staff, pupils and visitors to the academy.

Lettings

- Liaise with external lettings company to ensure a safe hand over of premises
- Work with Principal to train lettings staff as required on fire systems/alarms/building use
- Regularly assess the condition of the rented areas including pitches, reporting any defects and assessing the nature and extent of any damage
- Oversee all lettings, carrying out appropriate induction for hirers including fire evacuation procedures, to ensure safe and efficient use of the site, resolving issues as they arise.
- To report any abuse of the letting system to the Operations Manager.
- Ensure that the facilities being hired are prepared and set out for hire in accordance with the hire agreement and that the area is clear and clean ready for Academy use afterwards.
- Ensure there is a Duty Manager on site for the letting appropriately trained.

Customer Care

- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the academy's ethos and values
- To present high standards of personal appearance in accordance with the academy's ethos and values.

Other

- To work with the Regional Ark Team & the Principal to plan and review progress
- Supporting the staffing of student entrance/exit points at the start and end of the school day.
- Liaise with the Regional Facilities Manager in the Ark Central Estates Team and seek support and guidance when required.
- Play an active role in meetings with other Premises Managers within Ark Schools chaired by the Regional Facilities Manager.
- Represent the academy at training and Ark meetings.
- Undertake other various responsibilities as directed by Operations Manager or the Principal.

Person Specification: Premises Manager

Qualification Criteria

- Right to work in the UK
- IOSH certification desirable but not essential
- Relevant First Aid qualification is desirable but not essential

Experience

- Experience in building maintenance or other relevant experience, ideally within an educational setting
- Ability to organize, manage and supervise the work of others
- Knowledge of and experience of using Building Management Systems
- Experience in the management of service and maintenance contracts
- Understanding of key regulations (such as health & safety, fire and manual handling) and the ability to apply these regulations
- Ability to use computer control systems (BMS) and standard Microsoft Office packages
- Skills in plumbing, electrical work, carpentry/joinery, painting and glazing, desirable but not essential

Personal Characteristics

- Genuine passion for and a belief in the potential of every pupil
- Deep commitment to the Ark mission of providing an excellent education to every pupil, regardless of background
- Excellent team leader capable of managing, motivating and developing a team
- Resilient team-player with a 'can-do' attitude who takes initiative
- Organised and self-motivated with the ability to prioritise tasks, juggle multiple priorities and work calmly under pressure
- Strong commitment to providing a high quality service
- Communicates tactfully and effectively with people at varying levels
- Relishes the challenges a school environment can generate on a day to day basis

Other

- The post holder must be able to meet the physical demands of the role
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS disclosure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).

Please note we will be reviewing applications on an on-going basis and this role may close earlier than advertised depending on the level of response. We strongly encourage to submit your application at your earliest convenience.