

North West London Jewish Day School

Job Description and Person Specification

Post title	Site / Premises Manager
School	North West London Jewish Day School, 180 Willesden Lane, London NW6 7PP
Reports to	Deputy Headteacher
Responsible for	Cleaning staff [and any caretaking assistant – confirm]
Accommodation	Service accommodation provided on site (see section 4)

1. Purpose of job

- 1.1** To be responsible, under the guidance of appropriate senior staff, for the maintenance, security and facilities management of the school site and premises, and to supervise external contractors working on site.
- 1.2** To be responsible for the upkeep of a clean, safe and hygienic school interior and grounds, to supervise the cleaning staff, and to carry out cleaning duties where required.
- 1.3** To be responsible, in conjunction with the Deputy Headteacher or other appropriate officer, for the administration and control of relevant areas of the budget.
- 1.4** To carry out hands-on maintenance, repairs and improvement work across the site.
- 1.5** To support and uphold the school's Jewish ethos and to contribute to the overall ethos, work and aims of the school.

2. Reporting

Directly responsible to: Deputy Headteacher

Responsible for: cleaning staff

3. Principal accountabilities and responsibilities

Site security and daily operation

- 3.1** Open up and secure the school site each day, acting as principal keyholder, unlocking and locking the premises, and setting and responding to alarm systems.
- 3.2** Support the school's security arrangements, including gate and visitor control, CCTV, alarms and physical security measures, and liaise with the Community Security Trust, police and security contractors as required.
- 3.3** Provide emergency access to the school site and act as a named keyholder for out-of-hours alarm and security response.

Premises and maintenance

- 3.4** Carry out a preventative planned maintenance programme of the buildings, fixtures, fittings, furniture, premises and grounds to maintain safe and satisfactory conditions.
- 3.5** Carry out day-to-day repairs and general maintenance across the site as required, including minor plumbing, basic electrical work within competence, and responding promptly to faults reported by staff.
- 3.6** Undertake odd jobs and small improvement tasks as they arise, such as adjusting doors, fixing fittings, hanging boards and signage, and putting up shelving.
- 3.7** Carry out interior decoration and repairs as required, including filling, sanding and repainting of walls, doors and communal areas.
- 3.8** Undertake light carpentry as required, such as repairs to furniture, doors, skirting and fixtures.

3.9 Manage and monitor the heating and building plant, including boilers and heating controls, providing first-line response and arranging servicing as needed.

3.10 Oversee and supervise external contractors working on site, checking work, access and compliance with site safety requirements.

3.11 Report all defects and repairs that fall outside the scope of the role to the Deputy Headteacher, rather than leaving them unaddressed.

3.12 Keep inventories of equipment and furniture across the site, and report all damage, breakages and loss to the Deputy Headteacher.

Statutory and health and safety compliance

3.13 Carry out and record routine statutory checks, including:

- weekly fire alarm tests and monitoring of fire safety equipment;
- emergency lighting checks;
- water hygiene and legionella flushing;
- portable appliance testing; and
- maintaining the asbestos register and management plan.

3.14 Carry out fire drills and assist in premises safety audits and risk assessments.

3.15 Promote and ensure the health and safety of pupils, staff and visitors at all times.

Grounds

3.16 Maintain the school grounds, keeping external areas clean, safe and tidy. This includes cutting grass, trimming hedges, basic upkeep of planted and play areas, and litter, leaf and snow clearance.

Cleaning

3.17 Supervise the cleaning staff, setting rotas and standards, carrying out regular quality checks, and ensuring the interior is consistently clean and hygienic.

3.18 Carry out cleaning duties directly where required, including cover for absence and reactive cleaning.

3.19 Order and manage stocks of cleaning materials, consumables and equipment within budget.

Waste, deliveries and events

3.20 Manage waste and recycling collections, and receive and handle deliveries.

3.21 Set up and clear rooms and furniture for assemblies, parents' evenings, functions and other school events, and afterwards store away all furniture and equipment correctly and leave the areas clean.

Premises hire

3.22 Assist the Deputy Headteacher in the management, administration and operation of the premises hire arrangements, including access, setting up and securing the site for hire.

Jewish ethos and the Jewish calendar

3.23 Show respect for, and a sound working understanding of, the school's Jewish ethos, customs and religious calendar, and carry out the role in a way that supports these at all times, including handling religious items and furniture with appropriate care and respect.

3.24 Plan and adjust site routines around the Jewish calendar, including festival closures, term patterns, early finishes ahead of Shabbat (the Jewish Sabbath) in winter, and setting up seasonal festival equipment such as the sukkah.

3.25 Liaise with the separately managed kitchen on premises, maintenance and access matters, respecting its kosher arrangements.

Emergency availability

3.26 The school does not generally operate on Shabbat (the Jewish Sabbath) or Jewish festivals. However, the postholder must be available to attend site at short notice to deal with emergencies during these periods, for example alarm activations, security incidents, floods, fire or other urgent situations, including tasks that observant staff are unable to carry out at those times. Reliable availability for emergency call-out is an essential requirement of the post.

General

3.27 Treat all users of the school with courtesy and consideration, and contribute to a welcoming environment which supports equal opportunities for all.

3.28 Attend relevant meetings and participate in training as required. The role is all year round (52 weeks), and the hours to be worked will be directed by the Deputy Headteacher and may include occasional evening or weekend duties, in addition to the emergency call-out requirement at 3.26.

3.29 Appreciate and support the role of other professionals, and establish constructive relationships with contractors, agencies and other professionals.

3.30 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:

- safeguarding and child protection, in line with Keeping Children Safe in Education;
- health, safety and security;
- confidentiality; and
- data protection.

3.31 Undertake these duties within agreed school objectives, policies and procedures, and promote the school's equal opportunities policy.

3.32 Carry out any other reasonable duties commensurate with the grade and purpose of the post, as required by the Headteacher or Deputy Headteacher.

This job description is not exhaustive. It outlines the main duties of the post and may be reviewed and amended, in consultation with the postholder, to reflect changes in the needs of the school or in legislation.

4. Service accommodation

4.1 Accommodation is provided on site for the better performance of the duties of the post. Occupation is a service occupancy linked to and conditional upon continued employment in this role. The right to occupy ends when the employment ends.

4.2 On-site residence is integral to the emergency call-out requirement at 3.26.

5. Safeguarding and pre-employment

5.1 This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an enhanced Disclosure and Barring Service (DBS) check. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

5.2 Attend all mandatory safeguarding, health and safety, and other relevant training as directed by the Headteacher, Deputy Headteacher, or Designated Safeguarding Lead, ensuring knowledge is kept up to date and applied in practice.

5.3 Ensure that all health and safety requirements relating to the school premises are met, maintained, and kept up to date, carrying out regular checks and reporting or addressing any issues promptly in line with school procedures.

Person specification

The person appointed should be able to demonstrate the following.

Essential

- Previous experience of caretaking, premises or facilities maintenance work.
- Practical hands-on skills across general maintenance, minor plumbing, basic electrical work within competence, light carpentry and interior decoration.
- Physically able to move furniture and equipment around the building and to handle industrial cleaning and maintenance equipment.
- Available to live on site and to attend for emergency call-out during evenings, weekends, Shabbat (the Jewish Sabbath) and Jewish festivals.
- Respect for, and a sound working understanding of, the school's Jewish ethos, customs and religious calendar. No prior knowledge in this area is required, just a willingness to learn
- Appreciation of the security needs of a Jewish school.
- Working knowledge of health and safety, and an understanding of routine statutory compliance (fire, water hygiene, PAT, asbestos), or willingness to be trained.
- Able to supervise cleaning staff and to oversee contractors on site.
- Well organised, reliable, trustworthy, self-motivated and adaptable.
- Good communication and customer-care skills, and able to work well as part of the school team.
- Enhanced DBS certificate, or willingness to obtain one.

Desirable

- A recognised trade, maintenance or health and safety qualification (for example IOSH, legionella awareness, first aid).
- Grounds maintenance experience, including use of powered equipment.
- Security experience.
- Previous experience in a school or faith-setting environment.