



JOB DESCRIPTION

Post:	Premises Duty Manager
Responsible to:	Premises Manager
Salary:	£24,194 - £26,244 (Scale 5, Pts 25 – 28) Full Time - 37 hours to be worked on a rota basis between 7.00 am and 10.00 pm including weekends
Conditions of Service:	Truro and Penwith College Conditions of Service.
Main Purpose of Job:	<p>The security, maintenance and upkeep of the Truro and Penwith College sites, including delegated on-site, full campus responsibility on some evenings and weekends on a rostered basis</p> <p>Responsibility for the general maintenance of equipment, plant and College grounds</p>
Specific Duties:	<p>To co-ordinate the day-to-day activities of the Premises Team including security, general maintenance, minor repairs, cleaning, collection and disposal of refuse, provision of heating, managing the use of car parks, moving furniture and equipment, distribution, and collection of mail/deliveries, etc.</p> <p>To supervise the Premises Team on a day to day basis and (at Penwith College only), supervise the Cleaning Supervisor</p> <p>To act as key holder for College sites and be responsible for security at all times</p> <p>To contribute towards the management and support of evening and weekend classes and events, including reception duties as directed.</p> <p>Being punctual, on-site and available throughout designated duty evening or weekend</p> <p>To be the designated 'responsible person' for managing incidents, overseeing events and decision-making in the absence of a member of the Senior Management Team on Duty Evenings and weekends.</p> <p>To work with the Premises Manager and other Duty Managers to ensure sufficient management are on-site when the College is open, which will include some weekend work.</p>



To draw up and implement programmes of work in conjunction with the Premises Manager.

To arrange testing of the fire alarms, water system and arrange for fire extinguishers to be checked and replaced as required.

To maintain records of services to the Colleges sites.

To monitor any contractors and minor building works being carried out on site.

To ensure that contractors complete safe systems of work agreements before work commences and to advise the Premises Manager of related Health and Safety concerns.

To undertake the basic general maintenance of the premises, fixtures and fittings including minor repairs.

Collection and disposal of refuse.

To keep clean, safe and litter free all external hard surfaces (e.g. paths, steps, car parks, sport areas) and remove all graffiti.

To receive and direct visitors to the College and manage the use of car parks.

To assist with the moving of furniture and equipment and the re-arranging of rooms and other related tasks as required.

To arrange for the daily delivery of internal mail between College sites and distribution of deliveries as directed.

To be responsible for the upkeep of College premises and grounds and to report health and safety concerns to the Premises Manager.

To liaise with the Lettings and publicity Teams to ensure the successful set-up of college and external events.



General Requirements:



As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.
Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



PERSON SPECIFICATION

PREMISES DUTY MANAGER

Ideally, the person appointed will have the following skills and experience:

- experience of looking after large premises, preferably in an educational context
- effective supervisory skills
- self-motivated - capable of working as part of a team and independently
- good interpersonal skills
- ability to plan and implement schedules of work
- specific skills and experience in relation to:
 - grounds maintenance
 - minor repairs to premises, fixtures and letting
 - maintenance and operation of equipment
- a first aid qualification or the willingness to acquire it through appropriate training
- flexibility to work across the College's operational hours and to respond to callouts

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.