

BRUMMANA HIGH SCHOOL

JOB DESCRIPTION

PROPERTY MANAGER

Brummana High School is a Quaker coeducational day and boarding school which seeks all round excellence in academics, the arts and sports and aims to promote integrity amongst its faculty and students. Each member of the school community ensures that students from diverse backgrounds are prepared to be responsible citizens and life-long learners, respecting each other and helping the community.

This job description is used as part of the Property Manager's contract, so that both s/he and the line manager know what is expected.

Line management

The Property Manager reports to the Bursar and liaises closely with the Services Manager and the Chief Accountant.

Hours

This post is subject to the employment laws. A continually updated copy is available in the Bursar's Office.

Working hours: It is recognised that the role of Property Manager is demanding and time consuming, but the member of staff should be available on campus between 7:30am-4:00pm as a minimum, plus Saturday and any additional hours, as required, according to the demands of the post.

Holidays: Government holidays plus annual vacation of 15 working days.

General responsibilities

1. To support and maintain the aims and values of the School
2. To respect the School's ethos, rules, and regulations
3. To help enforce the School's rules and regulations
4. To use mutual respect and courtesy as the basis for relationships with others
5. To maintain a professional attitude towards other staff, parents, and students
6. To report any health and safety concerns to the line manager
7. To respect and take care of school property and resources
8. To report any misuse of property, damage, loss, or injury, including vandalism, theft, and assault to the line manager
9. To ensure that the School's property and major utilities provide a safe, fully functioning, and comfortable environment for staff, students, and visitors, drawing in expert advice whenever it is needed

Specific responsibilities

1. To manage the implementation of responsive and planned annual programmes for the maintenance, major repair, and renewal of buildings and grounds
2. To employ BHS procedures for reactive maintenance, routine planned maintenance, and major repair and renewal
3. To maintain budgetary control, careful specification of work, and close supervision of its implementation
4. To ensure competence, safety, and neatness during and after each task or project
5. To manage major projects or act as a liaison between the School and any appointed project manager
6. To manage the building and grounds staff
7. To manage contractors and independent operatives on site (unless they are accountable to a project manager appointed by the School)
8. To work with the Bursar to recruit property staff using consistent and fair methods in staff selection
9. To oversee property staff induction, training, and development together with the Head of Professional Development and Appraisal

10. To ensure that all new property employees are fully briefed on what is required of them, what they may expect of the School, and that they have all the information they need to work effectively
11. To carry out property staff evaluation and periodic appraisal on a regular basis and, where appropriate, recommend further training or support
12. To act for the School as the responsible person in respect of all contractors and specialists engaged in property work, or their staff or visitors, to ensure that they can and do their work safely and effectively (except when they are accountable to a project manager appointed by the School)
13. To control purchases and safeguard equipment and stores to control cost, waste, and hazard. In this respect there is a special responsibility for utilities
14. To use the School's procedures to purchase necessary property materials and equipment of appropriate quality at the best price and at the right time using the BHS guidelines on competitive quotation requirements
15. To keep only necessary stock, safely and securely and to maintain an inventory
16. To maintain reservoirs of water, arranging for annual inspection and testing
17. To ensure that adequate supplies of electricity, oil, and gas are available
18. To suggest budgets for all property work as part of the annual planning cycle and other projects, as required
19. To maintain, in conjunction with the Chief Accountant, budgets and expenditure records as required by BHS procedures
20. To ensure that the Bursar is fully informed of progress and is consulted before commitments are made
21. To attend meetings to report on property matters, as required by the Bursar
22. To attend meetings of the Health and Safety Committee and the Bursary Team
23. To ensure health and safety during and as a result of property work
24. To be fully conversant with the principles of risk assessment and of the safety management (design and construction) of building work and to apply these principles at all times
25. To be responsible for completing an Incident Report in the event of an incident and passing a copy to the Bursar (and Clinic as appropriate)
26. To maintain the Asset Register, including the movement, maintenance, and the loan of all furniture and equipment
27. To ensure that the asset transfer procedure is followed and carry out an annual review of assets and the process
28. To keep records of equipment maintenance
29. To control stocks of surplus and redundant furniture and equipment and to maintain records of the same
30. To provide full support and assistance where the contribution of the property staff and resources can contribute to the activities of the School.
31. To liaise with the Services Manager on all matters where joint working will benefit the School
32. To assist in the preparation of activities by making special alterations to property or facilities when required
33. To supervise the Foreman, Caretaker, and workers
34. In the absence of the line manager, and in case of emergency, to co-ordinate with the Principal and senior staff on campus
35. To undertake any other duties as may reasonably be required by the Bursar

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