

Job Description

Job Details	
School Name	The Orchards Federation
Job Title	Premises and Health & Safety Manager
Grade	Grade 8 / SCP 27 - 31
Working Location (s)	All Orchards Federation sites i.e. Cherry Tree, Green Fold, Orchards Nursery at upper site, Green Fold other 3 sites
Working Hours	All Year Round. 37 hours a week – Flexibly between 6am and 6pm Monday to Friday. Core patterns may include 7:00am–3:00pm, 8:00am–4:00pm or 10:00am–6:00pm. The role may require occasional work outside core working hours to meet operational or emergency or maintenance needs, where it cannot be avoided.
Primary Purpose of Job	The role holder will manage and oversee the effective operation, safety and maintenance of all federation premises; ensuring statutory compliance, safe working practices and high quality hard and soft facilities management across all sites. The role includes line management of caretaking and cleaning teams, coordination of contractors and suppliers to ensure safe, well maintained environments for all site users including pupils, staff, visitors, contractors/suppliers.
Responsible to	Executive Head Teacher / Federation Operational Manager
Responsible for	Direct line management of support staff i.e. caretakers
Key contacts	The post holder will work closely with a range of internal and external stakeholders to ensure the effective management of premises, health and safety and compliance across all federation sites. This includes but is not limited to: the senior leadership team, site staff, contractors and suppliers, and any regulatory bodies and local authority representatives as required.

Main Duties	
1.	Lead and manage health and safety compliance across all federation sites, ensuring all statutory requirements, policies and procedures are met.
2.	Maintain all health and safety documentation, compliance records and statutory checks, ensuring they are accurate, up to date and audit ready.
3.	Complete and review relevant risk assessments (including but not limited to premises, fire, COSHH) and ensure actions are implemented across all sites.
4.	Ensure all staff receive appropriate guidance and updates on H&S, COSHH and fire safety procedures.

Main Duties	
5.	Act as a key holder and coordinate responses to emergencies, including out of hours incidents.
6.	Work with site staff to ensure all accidents, incidents and near misses are recorded, investigated and reported in line with federation procedures, and ensure that resulting actions and learning are implemented.
7.	Ensure site plans are kept up to date with accurate fire safety and health and safety information, including evacuation routes, fire equipment locations, any fuel shut off points, access points and any changes arising from maintenance or building works.
8.	Maintain and monitor health and safety compliance across all sites in line with relevant legislations and regulations, including but not limited to: - o Health and Safety at Work etc. Act 1974 - o Management of Health and Safety at Work Regulations 1999 - o Regulatory Reform (Fire Safety) Order 2005 - o COSHH, PUWER, LOLER, Asbestos Regulations, Water Hygiene (ACoP L8), - o CDM 2015 (where applicable) - o Environment Protection Act 1990 - o Waste (England and Wales) regulations 2011 - o Energy performance of buildings regulations
9.	Ensure radon risk assessments and monitoring are completed in line with HSE guidance, and implement control measures where required.
10.	Keep up to date with changing legislations and regulations.
11.	Support staff with risk assessments and safe systems of work.
12.	Conduct regular site inspections and internal audits to monitor compliance, identify risks and ensure consistent standards across all sites.
13.	Record and act upon any site inspection and internal audit findings.
14.	Support incident investigations, third party audits and implement corrective actions.
15.	Oversee fire safety arrangements across all sites.
16.	Ensure fire alarm testing, emergency lighting checks and evacuation drills are completed by competent persons.
17.	Monitor fire risk assessment actions and ensure timely completion.
18.	Act as a key point of contact for fire safety contractors.
19.	Oversee the day to day management of all federation premises, ensuring safe, well maintained, comfortable, inclusive and compliant environments.
20.	Plan, schedule and oversee planned maintenance programmes, including obtaining quotes, commissioning contractors and ensuring works are completed to specification.
21.	Ensure statutory PPMs are completed by competent persons and recorded appropriately.
22.	Manage and liaise with contractors and service providers, ensuring high quality, compliant and cost effective services.
23.	Ensure premises issues are identified, prioritised and resolved promptly through effective contractor and site team management.
24.	Contribute to estate planning, asset management and long term premises development, providing operational insight and recommendations.

Main Duties	
25.	Manage caretakers who deliver operational site duties.
26.	Monitor building condition and escalate issues requiring specialist intervention.
27.	Ensure site security, access control and key holder arrangements are effective.
28.	Ensure safe storage of materials and compliance with COSHH requirements.
29.	Develop supplier KPI and SLA specifications, manage service contracts and supplier service delivery, ensuring performance meets agreed standards.
30.	Hold monthly to quarterly (service dependent) KPI and SLA performance meetings, to discuss performance standards, any improvement measures and provide positive feedback where relevant.
31.	Oversee cleaning contractor standards across all sites.
32.	Ensure waste management, recycling and environmental standards are maintained.
33.	Support site preparation for school events and activities.
34.	Ensure the organisation's minibuses are maintained, serviced, and kept in a safe, clean, and roadworthy condition, in accordance with legal and organisational requirements.
35.	Support reporting to senior leaders and external agencies where required.
36.	Ensure systems for recording maintenance, H&S and compliance are accurate and up to date.
37.	Ensure Risk and Method Statements (RAMS) and permit to works (PTW) are reviewed and issued by competent persons prior to works commencing.
38.	Ensure compliance evidence is stored, organised and accessible for internal and external audits.
39.	Act as a key holder and respond to urgent issues when required.
40.	Coordinate emergency repairs and ensure safe reoccupation of affected areas.
41.	Provide supervision and guidance to site based estates staff, enabling effective delegation of day to day premises tasks at each site.
42.	Direct management of caretaking teams, ensuring standards are met and tasks are completed safely and efficiently.
43.	Support the development of estates staff, building knowledge, confidence and capability in managing premises responsibilities.
44.	Assess the skills, knowledge and competence of direct reports (i.e. caretakers), identifying gaps and advising their line manager where team/individual training and development is required.
45.	Ensure direct reports (i.e. caretakers/cleaners) receive appropriate training (e.g. Asbestos awareness, Legionella awareness, manual handling, fire safety etc.).
46.	Lead one to one and development discussions with direct reports; providing support where needed to ensure they are able to perform their role effectively.
47.	Ensure direct reports (i.e. caretakers) have the appropriate tools, equipment and resources to undertake their roles efficiently and safely.
48.	Allocate work, set expectations and monitor performance.
49.	Hold regular team meetings and ensure effective communication.

Main Duties	
50.	Attend weekly operational meetings and work collaboratively with the Operations Manager on planning, priorities and problem solving.
51.	Work closely with Senior Leaders and site staff to ensure premises and H&S arrangements support the federations operational needs.
52.	Source quotes, arrange works and facilitate contractor access, ensuring best value for money and compliance with procurement procedures.
53.	Support school events requiring premises input.
54.	Where necessary, and in the absence of estates staff, undertake appropriate estates duties to ensure the continuity of service and the timely completion of essential operational and maintenance tasks.
55.	Undertake training relevant to the role.
56.	Carry out any other reasonable duties aligned with the scope and grade of the post.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

Version Control	
Job Description prepared by:	Katie Hague / Kirstin Middleton
Job Description updated:	07 September 2026



Person Specification

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Job Title	Premises and Health & Safety Manager
Grade	Grade 8 / SCP 27 - 31

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	Basic awareness of first aid and willingness to undertake training.	Application Form / Interview
2.	Effective use of ICT systems and digital tools relevant to FM/H&S.	Application Form / Interview
3.	Working knowledge of health and safety legislation and relevant codes of practice.	Application Form / Interview
4.	Ability to communicate effectively with staff, contractors and stakeholders.	Application Form / Interview
5.	Ability to lead, motivate and manage a multi-disciplinary team.	Application Form / Interview
6.	Ability to prioritise workload and meet deadlines across multiple sites.	Application Form / Interview
7.	Ability to identify development needs and engage in ongoing professional learning.	Application Form / Interview
8.	Competencies Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Experience, Qualifications and Training		Method of Assessment
1.	Experience in premises, facilities and site management	Application Form / Interview
2.	Experience supervising or managing staff	Application Form / Interview
3.	IOSH / NEBOSH qualifications, or a willingness to undertake	Application Form / Interview
4.	Asbestos and Legionella awareness qualifications or a willingness to undertake	Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
5.	Good Literacy and numeracy skills.	Application Form / Interview

Personal Qualities		Method of Assessment
1.	Strong interpersonal skills with the ability to build positive working relationships.	Application Form / Interview
2.	Good time management and organisational skills.	Application Form / Interview
3.	Ability to influence, negotiate and problem solve effectively.	Application Form / Interview
4.	Professional, proactive and solution focused approach.	Application Form / Interview

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Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.