

Information Pack

Job Description

Premises Manager

Responsible to:	Director of Business and Operations
Start date:	ASAP
Salary:	£25,000 - £37,000 dependant on experience
Benefits Include:	Private Health Care, mobile telephone
Status:	Permanent
Days and Hours:	Full Time, 52 weeks – 40 hours per week, Holidays 25 days + BH Proposed term time working hours: <ul style="list-style-type: none">• Split shift between 6:45 a.m. – 6:45 p.m. (hours to be negotiated)• Occasional Saturday opening.
Closing date:	Friday 23rd April 2021

Compass Schools Trust is committed to safeguarding children and all appointments will require an enhanced DBS check.

Job Purpose

Support the Business and Operations Director by taking responsibility for the safe management of the school site and associated facilities. Oversee external contractors working on site and support operation of the school facilities.

Role summary

The role of Premises Manager is integral to the efficient operation of the school. As a free school that opened in September 2013, we are currently located in temporary buildings in Bermondsey, ahead of moving to our purpose-built permanent school premises being completed in 2023 on the neighbouring site. The main responsibilities include, but are not limited to:

- Ensure the sight reflects our high aspirations for our pupils and community at all times
- Ensure that the site is adhering to all health and safety guidance, policies and processes
- Ensuring that the school site is secure and well maintained and managing access.
- Monitoring the condition of the buildings and grounds to ensure that appropriate standards are maintained and achieved including ensuring site cleanliness and the oversight of the school's cleaning contractors.
- Managing the school's building maintenance programme and where necessary working with the school's landlord and its facilities management agent.
- Undertaking repairs and reactive maintenance to the school site, with experience in plumbing, carpentry, painting and decorating desirable.
- Having responsibility for all arrangements pertaining to the premises, including the appointment and supervision of sub-contractors.
- Securing competitive tenders for school site maintenance, where cost determines this requirement.
- Ensuring effective risk management, for example, in health and safety and in the management of any third-party service contracts.

The post holder needs to be prepared to work occasional evenings (e.g. parents' evenings) and at weekends (occasional facilities bookings) within the limits of a 40-hour working week. The post holder is also a designated key holder of the school for emergency access to the site.

To ensure that the post holder is successful in the role, he or she will need to work in an open, collaborative way with representatives of the Landlord (Grosvenor Estates) and its' facilities management agents.

Specific Role Responsibilities

Planned and Reactive Maintenance

- Within the school demise, ensure that the planned maintenance programme is undertaken with minimum disruption to teaching and learning and that any requirement to use third-party contractors is agreed.
- Manage routine maintenance, repair schedules and specialist repairs.
- Supervise maintenance contractors and undertake regular site inspections.
- Identify defects and record repair and maintenance requirements.
- Provide emergency access to the school site.
- Undertake specialist cleaning tasks.
- Monitor performance of service contractors and record performance against specified standards.
- Support the Business Manager in planning, development and organisation of systems/procedures/policies.
- Manage records, information and data, producing analysis and reports.
- Responsibility for creation and maintenance of purposeful, orderly and productive working environment.
- Responsibility for timely and accurate preparation and use of specialist equipment/resources/materials.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Responsibility for ensuring the maintenance/quality/safety of specialist equipment.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide highly specialist advice and guidance as required.

Health and Safety

- Establish a proactive Health and Safety provision across the site, leading to an excellent service for students, staff and visitors.
- To feed into and/or attend Health and Safety Governor meetings.
- To ensure compliance in regard to health and safety.
- Obtain risk assessments and method statements from third-party contractors prior to them starting work on site.
- Ensure that Contractors work within school policies and have the relevant insurances and clearances to work on site.
- Operate a permit-to-work scheme for all contractors and ensure that all contractors are in possession of a permit prior to starting work.
- Continuously monitor compliance with all required health & safety regulations.
- Prepare termly health and safety reports for SLT and governors.
- Review and update all Health and Safety Policies annually with the Director of Business and Operations.
- Manage Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures.

Budget Management

- Manage and monitor budget for all operational responsibilities, working within an agreed budget and maintaining accurate records.

- Produce a costed rolling replacement budget and maintenance plan.
- Ensure adherence to all financial policies and procedures.
- Order, maintain and store materials and equipment and implement appropriate control systems.

Site & Security

- Ensure that the site is secure and that entrances and exits are monitored throughout the school day and out-of-hours.
- Ensure that the locking systems of the buildings are not compromised, and that the alarm system is regularly serviced and maintained in conjunction with the landlord's facilities management agent.
- Be available out of hours, as an emergency contact, if notified that the security of the school site has been compromised.
- Ensure that all rooms are fit for purpose whether on a permanent or ad hoc basis.
- Ensure that the grounds and perimeter reflect the school values at all times.
- Take delivery of large items of equipment and furniture, and ensure stored appropriately and quickly.
- Monitor the Asset Management Plan.
- Manage and monitor effectively the lettings of the site, where applicable.

Management responsibilities

- Promote teamwork and motivate staff to ensure effective working relationships.
- Participate positively in the implementation of new working methods and practices as required.
- Attend all appropriate meetings E.g. Premises or Health and Safety Committee, as instructed by the Principal.
- Undertake induction/training/mentoring for relevant staff.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Establish constructive relationships and communication with contractors and other agencies/professionals.
- Prepare specification for contracts for tender as may be requested by the Director of Business & Operations.
- Maintain key cabinet and register and monitor staff use, advising the Director of Business & Operations should staff report the loss of keys.
- Contribute to the management of all site-related projects: from initial concept, through design and specification, to implementation and hand-over to the school.
- Manage the costs of site-based projects with the Director of Business & Operations and Principal to both budget and specification.

Additional Responsibilities

- To keep abreast of developments in the Facilities Management field and identify possible areas where there is scope to improve systems and procedures.
- To develop self within the post, undertaking training as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the school.
- Act as primary key-holder and respond to most of the occasional call-outs that arise as a consequence of intruder or fire alarm activations that occur outside of normal working hours.

Compass Team responsibilities

We expect all members of the Compass School staff team to work together to:

- Support the school vision and objectives outlined in the school development plan.
- Actively foster the ethos and values of the school.
- Build an expectation of high achievement for all.
- Support the pastoral care and wellbeing of students.
- Help to create the best environment to promote and secure the achievement of students and staff.
- Have a sense of Corporate Responsibility for the outcomes of students at Compass School Southwark.
- Build an exceptional understanding of what outstanding provision looks like in their area.
- Comply with and support at all times the school's policies and procedures on safeguarding of students.
- Contribute to the school's programme of enrichment activities.
- Work with the school's Health & Safety Policy to ensure a safe working environment for all.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Uphold and enhance the school's reputation by ensuring positive, courteous relations with students, parents, colleagues and other stakeholders.
- Engage actively in CPD for self and colleagues.
- Be willing to go above and beyond expected levels of commitment to ensure the success of the school.
- Manage budget in line with areas of responsibility.
- Be proactive in ensuring appropriate allocation of resources and evaluate against outcomes.
- Undertake other reasonable duties related to the role as required from time to time.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

Person Specification

The person specification is related to the requirements of the post as determined by the job description.

Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of premises management including security, cleaning, and maintenance. • Experience of managing relationships with external suppliers and contractors. • Experience of team working while also being able to work unsupervised and manage own time effectively • Problem solving skills. Ability to gather information, analyse data and problem solve • Commercial awareness • Take responsibility and be able to motivate others • Competent at site and facilities repairs and maintenance. Able to use the tools necessary to carry out repairs. • Well-developed interpersonal and communication skills (including written and oral) • Management/supervisory experience • Use of appropriate specialist equipment/resources 	<ul style="list-style-type: none"> • Proven project planning and negotiating skills • Experience of working in a school in an urban environment either primary or secondary
Education & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Evidence of school level qualifications • NVQ Level 4/HND/Degree in relevant discipline or appropriate experience at senior level • Hold recognised training/qualifications associated with premises management • Proven and successful record of site management • Appropriate Health & Safety training and certifications, and evidence of being up-to-date with current regulations • Right to work in the UK • Good use of ICT 	<ul style="list-style-type: none"> • PAT Testing Qualification • NEBOSH/IOSH Qualification • Further professional study • First Aid at Work
Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post 	<ul style="list-style-type: none"> • Effective personal ICT skills relevant to day to day practice • Entrepreneurial spirit and ability think innovatively and creatively

<ul style="list-style-type: none">• Ability to manage and demonstrate initiative including establishing priorities• Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests• Ability to adapt to changing and conflicting demands• Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies• Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely• Ability to communicate with, manage, organise, lead and motivate a team• Ability to relate well to children and adults• Ability to write up all relevant paperwork e.g. health and safety documents, reports etc• Ability to self-evaluate learning needs and actively seek learning opportunities	<ul style="list-style-type: none">• Able to be a strong visible presence within the school.• Keen to get involved in wider school life
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