



## **CANDIDATE INFORMATION PACK**

### **Premises Manager**



# CONTENTS



A Message from the Principal	Page 3
Skinnners' Academy History	Page 4
Skinnners' Academy Mission, Values and Specialism	Page 4
Staff Rewards and Benefits	Page 5
Job Description	Page 7
Person Specification	Page 11
Job Advertisement	Page 13

Dear Applicant,

**Our Vision:**

“Be the best you can’ this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power of the curriculum and so intentionally have the following at the core of our practice:

- A pragmatic approach to pedagogical practice that reduces teacher workload
- Teaching powerful knowledge rather than parroting the knowledge of the powerful
- CPD which is rooted in the best educational research, often with a foundation in cognitive science

The Academy is on a journey from Good to Great and appointed a new Principal in September 2020 to ensure that this objective is realised. The recruitment of an enthusiastic and committed **Premises Manager** is crucial to the success of this journey.

**About You:**

- You can motivate and inspire pupils to build on their current achievements
- You have excellent interpersonal skills and a commitment to collaborative working
- You are committed to working in an inner city school and believe that such schools should provide the best possible environment for academic success and personal development
- You have an excellent track record of outstanding teaching across Key Stages 3 to 5
- You are resilient and have a great sense of humour, as you never give up.

**About Us:**

- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil’s academic and personal development.
- We offer excellent opportunities for your own professional development
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education

Thank you for your interest in our Academy. I look forward to receiving your application.

**Shereka James**  
**Principal**

# SKINNERS' ACADEMY HISTORY

Skinners' Academy, a school in the Woodberry Down (North Hackney) community for boys and girls aged 11-19, provides a world class education in a state-of-the-art building. The Academy opened in 2010 and is supported by the Skinners' Company, who is proud of the Academy being at the heart and hub of the local community.

The Academy provides a learning environment that is inspiring, exciting and motivating for every student. Therefore, with your contribution, we will challenge and support their paths to success.

Our "Be the best you can" ethos is applicable to both students and employees.

## OUR MISSION

### 'Be the best you can'

#### Our Mission:

The Principal and Governors at Skinners' Academy believe that all children will be the best they can by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens but, they will be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

#### Our Values:

- Be Curious** - We will ask the right questions, learn from others, and look for ways to work smarter.
- Be Cooperative** - We will work in partnership with others to achieve our goals.
- Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.
- Be Kind** - We will be generous with our time and resources; we will show empathy.
- Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

#### Our Specialism:

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

*"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."*

- Lord Young 2014

# STAFF REWARDS AND BENEFITS

## Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

## Cyclescheme

Skinners' Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

CycleScheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

## Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers but they use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

## Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations
- Financial, legal and practical support from qualified professionals on a range of personal issues
- Access to online health and wellbeing resources and a specialist information service

This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

## Gift Vouchers for 100% Attendance

We really value staff commitment to each working day and as a token of this, each term, staff members who have achieved 100% attendance participate in a prize draw, offering them the prospect of winning £100 worth of LOVE2SHOP vouchers which is accepted in over 20,000 stores, restaurants and attractions.



### Local Café Discount

One of our local cafés, [215 Hackney](#) kindly offers all Skinners' Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.

They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist. They are located at 149 Woodberry Grove, Hackney, London N4 2SB.



Opening Hours are:

Monday - Friday, 8am - 6pm

Saturday, 8am - 6pm

Sunday, 9am - 6pm

### London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

### Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

### Running Club

Skinners' Running Club gives staff the opportunity to get active and join other runners within the Academy along a route which passes a climbing castle and sailing club, with beautiful views. All staff are welcome to join in, every Tuesday after the Academy day.

### Social Events

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

### Staff Wellbeing

Regular guided mindfulness meditation takes place accessed remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

### Techscheme

The Techscheme is powered by Apple and Currys PC World and lets staff members choose from over 5,000 tech products from tablets and televisions, fitness trackers and phones, to games consoles and kitchen appliances. Staff can spread the cost from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%.

## JOB DESCRIPTION

<b>Post Title:</b>	Premises Manager
<b>Grade:</b>	Scale PO6 (Spine Point Range 47 - 50) £49,303 to £52,338
<b>Hours:</b>	Full Time, 36 hours per week
<b>Responsible for:</b>	Premises Officers, Cleaners, Cleaning Contractors, Midday Meals Supervisors
<b>Responsible to:</b>	Chief Financial Officer

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### Principal Accountabilities

The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### Main Purpose

The post holder is responsible for:

- To manage and lead a team by organising and supervising the delivery of a professional, efficient and cost-effective Facilities Management operations services to the Academy.
- To coordinate, support and advise the Trustees, Principal, Chief Financial Officer and Academy Vice Principals on all aspects of estates management and health, safety and environment.
- To establish, manage and monitor standards, processes, communications and systems to ensure all responsibilities associated with health, safety and environment within the Trust are adhered to.
- To help drive the continual development and upkeep of a robust and proportional safety culture within the Trust.
- Working in partnership with the Principal and the Chief Financial Officer and the Trustees to create the strategic five-year plan, paying particular attention to the financial viability, growth and operational objectives around the estates and facilities of the Academy
- To prepare contractual documentation and tender procedures employing relevant external specialist advisors /consultants to manage premises related tenders or re-negotiations as appropriate.

The post holder is required:

- To lead on the effective health, safety and environment management of the Trust.
- To establish and maintain outstanding professional relationships with internal and external stakeholders and ensure effective communication across the Trust.
- To influence and persuade colleagues in appropriately managing health, safety and environment.
- To support and encourage the Trust's ethos and objectives, policies and procedures.
- To be available at all reasonable hours to meet the requirements of the role.

Key areas of line management responsibility:

- Premises and Facilities Team at Skinners' Academy including cleaning and security staff

## **Specific Responsibilities:**

### **Operations**

1. Support the Chief Financial Officer to maximise Academy lettings, including effectively managing and advertising the facilities available through the school hire administrator.
2. Support the Chief Financial Officer to maximise opportunities for income generation: organising applications and bids, sales, sponsorship and fund raising as appropriate and required.
3. To support the Chief Financial Officer with relevant tendering processes for contracts ensuring all necessary requirements are fulfilled.
4. To ensure that all necessary returns, reports and documentation are completed accurately within time constraints including claims, bids, reports to Trustees and Education and Skills Funding Agency (ESFA), and statistical returns (internal and external).
5. To keep securely and maintain documents, agreements and files relating to the Trust under the post holders' areas of responsibility.
6. To support the Chief Financial Officer in developing and implementing premises related aspects of the Environmental Social and Governance (ESG) strategy.
7. Support the Chief Financial Officer with the efficient project management of capital works across the Trust.

### **Estates Management and Development**

1. Managing efficiently and effectively the Academy site, accommodation, buildings and grounds.
2. Ensuring the safety of staff, students and visitors to the Academy by the effective use of premises staffing and equipment
3. Develop policies, systems and procedures for First Aid (in liaison with Academy's Health and Safety Advisors) and implement the provision of first aid across the Academy and ensure, in liaison with the First Aid Co-ordinators, that records are maintained in accordance with HSE and education best practice.
4. Controlling the selection, supervision, quality of work and ensuring a safe system of work for all staff and external contractors working at the Academy site.
5. Managing all Premises and Cleaning staff at Skinners' Academy.
6. Ensuring that minibuses operate an efficient service and are maintained in compliance with Academy Vehicle Policy.
7. To be responsible for the overall management, maintenance and cleanliness of the Academy site and buildings.
8. Ensure effective liaison with the Academy structural advisors on estates issues as required.
9. To have the appropriate overview of the establishment and maintenance of premises development plans that prioritises work required and estimated costs.
10. To overview the preparation of annual maintenance plans and schedules and to have overall responsibility for the efficient operation of all facilities.
11. In conjunction with the Chief Financial Officer, to ensure that effective fire evacuation, lockdown and critical incidents procedures are in place, and to be involved in their execution and practice as required.
12. To be responsible for the overall security of Academy site and all aspects related to this.
13. To direct relevant premises staff to ensure preparation of specifications and liaison with architects and surveyors in respect of the alteration and improvement of Academy buildings and facilities.
14. To encourage the investigation and implementation wherever possible of ecologically friendly solutions.
15. Proactively manage the premises and key building management and control systems including BMS, Fire Safety Alarms, Plant and Equipment and Electrical systems.



## Health, Safety and Environment

1. To proactively manage and maintain a proactive Health and Safety provision across the Academy.
2. In conjunction with relevant staff and members of the Senior Teams, to ensure that all Health and Safety risk assessments, systems, policies and procedures are in place.
3. Managing the implementation of Academy Health and Safety policy to ensure that the appropriate legislation is complied with both in terms of Academy staff as well as contractors and suppliers.
4. Provide training for staff on preparation of Risk Assessments, review Risk Assessments prepared by Academy staff and prepare common Academy space Risk Assessments. Manage schedule of annual review and updating and ensure they are reviewed and approved as appropriate.
5. Manage / implement the Fire Safety procedures including arrange termly fire drills update procedures to reflect development in Academy and ensure compliance with legislation and local Fire Safety officials' recommendations.
6. Develop, implement and maintain Academy's Health and Safety policy, procedures and other arrangements, as required, on behalf of the Chief Financial Officer.
7. Monitor, co-ordinate and help to ensure compliance with all Trust Health and Safety requirements. Ensure all necessary documentation and records are in place.
8. Provide regular monitoring reports, formal and informal, on the implementation and effectiveness of Academy's health, safety and environment arrangements to the Chief Financial Officer and/or other managers, as appropriate.
9. Advise and support Academy staff and students on health and safety requirements and how to best implement them. Respond to requests and queries in order to assist and facilitate operations.
10. Co-ordinate and lead a programme of workplace inspections and local audits. Ensure that prompt action is taken to remedy faults or deficiencies, as appropriate.
11. Be responsible where required for RIDDOR reporting ensuring compliance to regulatory timeframe.
12. Prepare the Academy Health & Safety Report for submission to the Trustees and senior leadership team.
13. Proactively manage and undertake a programme of routine maintenance and testing of equipment subject to statutory regulations. Oversee and carry out a programme of Portable Appliance Testing. Oversee the annual Local Exhaust Ventilation testing programme. Oversee the statutory examination/testing of all relevant lifting equipment, pressure equipment and other equipment, as required. Maintain adequate records of the same.
14. Ensure that accidents and near misses are reported promptly and investigated in accordance with Academy procedures. Ensure the necessary follow-up actions are implemented and the Chief Financial Officer and Principal are kept briefed.
15. Oversee the development, co-ordination and upkeep of the Academy's risk assessment system. Assist staff with the development and review of risk assessments.
16. Disseminate and receive information on health, safety and environment matters within the Academy via effective communication channels providing advice and support where appropriate.
17. Maintain the knowledge and experience required for this role through the necessary continuing professional development. Keep up-to-date on changes to health, safety and environment requirements and share best practice.
18. Oversee all Academy health and safety training, including induction training.

## General Responsibilities

1. Undertake other such reasonable duties as may be required from time to time.
2. Work towards and support the Academy vision and objectives as contained in the Academy Development Plan.
3. Support and contribute to the Academy's responsibility for safeguarding students.
4. Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors.

5. Work within the Academy's Equality Diversity and Inclusion Policy to promote equality of opportunity for all students and staff, both current and prospective.
6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents, staff and Trustees at all times.
7. Actively engage in the Academy's performance appraisal process and take responsibility for own professional development.
8. Adhere to Academy policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the Academy network.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the Academy Development Plan.

All staff of the Academy are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

### **Key Organisational Objectives**

The Postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate
- Attend staff meetings
- Participate in staff training and development
- Develop links with Governors, LEAs and neighbouring schools/Academies
- Adopting Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

### **Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

**Person Specification**  
**Job Title:** Premises Manager

	Essential	Desirable
<b>Qualification / Training / Competences</b>	<p>Level 5 Estates Management <u>and/or</u> evidence of relevant continuous professional development.</p> <p>Health and safety experience.</p> <p>NEBOSH Certificate</p>	<p>A minimum of Level 6 qualification</p> <p>Evidence of ongoing professional development in relation to leadership.</p>
<b>Relevant Experience</b>	<p>Experience of planning, organising, prioritising and delegating workloads effectively and meeting deadlines.</p> <p>Experience of team leadership and performance management e.g., motivation, setting objectives, training needs analysis, performance review and appraisal.</p> <p>Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities.</p>	<p>Experience of managing change and implementing new systems/procedures/controls.</p> <p>Experience of managing expenditure and generating income/sponsorship opportunities.</p>
<b>Knowledge</b>	<p>A good working knowledge and understanding of methods of ordering, contracts, purchasing and value for money.</p> <p>Working knowledge of finance, spreadsheets, word processing software packages.</p> <p>Extensive knowledge of the law with regard to Health, Safety and Environment legislation, contracts.</p> <p>Awareness of principles and practice in relation to building services, for example protection of personnel and buildings from fire, energy management and conservation.</p> <p>Good understanding of safeguarding and compliance with Child Protection Procedures.</p>	<p>Understanding of Academy Finances and budgets.</p>

<b>Skills</b>	<p>Ability to produce reports and present information to a range of stakeholders e.g., staff, parents, community, and Trustees.</p> <p>Problem solving</p> <p>Using technology – Microsoft Office suite including Office 365.</p>	
<b>Personal Qualities</b>	<p>Commitment: sustained energy and enthusiasm to achieve the Academy's vision for improvement.</p> <p>Innovation: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate.</p> <p>Organisation: ability to time manage, prioritise, multitask and co-ordinate effectively and efficiently.</p> <p>High standards: ability to lead by example, setting high standards for self and others. Be able to influence and persuade others.</p> <p>Self-motivation: ability to initiate and complete routine and non-routine work independently.</p> <p>Resilience: ability to remain calm under pressure and meet deadlines.</p> <p>Communication: ability to foster good working relationships with colleagues at all levels – staff, pupils and wider Academy community. Ability to motivate colleagues to understand the importance of Health and Safety as the norm and not as a chore.</p> <p>Attention to detail and planning.</p> <p>Flexibility in working hours – working some evenings such as parents' evenings.</p>	

## Premises Manager

**Salary: Scale PO6, Spine Point Range 47 - 50  
£49,303 - £52,338**

**Contract Type: Permanent, Full Time  
Required: Immediate Start  
Location: North Hackney**

We are seeking to appoint an experienced and NEBOSH qualified Premises Manager to deliver a professional, efficient and cost-effective Facilities Management operations service to the Academy.

### **Our Vision:**

“Be the best you can” this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power a community can have and so intentionally have developed a strong Academy community of dedicated and friendly support staff to inspire our pupils.

The Academy is on a journey from Good to Great and appointed a new Principal in September 2020 to ensure that this objective is realised. The recruitment of an enthusiastic and committed **Premises Manager** is crucial to the success of this journey.

### **About Us:**

- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil's academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Please note this post allows substantial access to children, therefore the successful candidate will be required to apply for, and hold, an enhanced DBS (Disclosure & Barring Services) certificate. The Academy will arrange this for you prior to you taking up your post.

To apply, please send a completed application form and monitoring form to:  
[recruitment@skinnersacademy.org.uk](mailto:recruitment@skinnersacademy.org.uk). Please note that we do not accept CVs.

**The closing date for applications is 9am on Monday 29<sup>th</sup> November 2021.  
Interviews will be held on Friday 3<sup>rd</sup> December 2021.**