

Premises Manager Application Pack



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Welcome from the Executive Headteacher

Dear Applicant,

Thank you for your interest in our advert for the post of Premises Manager working at Woodberry Down Community Primary School. We are very excited about this continued opportunity to raise standards. We are delighted that you would like to be part of this.

This pack has been put together to help you with the application process. If you would like to visit the school for a tour to learn more about the school we are happy for you to contact us. If you have any questions that you would like to ask please do contact **Ms Alia Choudhry, Federation Business Manager on 020 7254 1415.**

We are looking for a conscientious, organised, highly motivated and flexible Premises Manager to join our reliable Facilities Management Team. You will be responsible for management of the property and dealing with caretaking and site management issues. The role includes maintaining the internal and external fabric of the schools premises as a safe working environment.

The successful candidate will be energetic, flexible, be able to work as part of a team, as well as having a good sense of humour.

We can offer you schools which are popular and well resourced, have a friendly and dedicated staff with good opportunities for development.

Our schools are vibrant, diverse and inclusive. There are challenges but also great rewards in the work here. If you are an effective communicator, have vision, energy and believe that every child can and will succeed, we would like to meet you.

Kind regards,



Mrs Nicole Reid
Executive Headteacher

About Our Schools



Grazebrook Primary School

Grazebrook Primary is a larger than average-sized school. The proportions of pupils from minority ethnic backgrounds and those for whom English is an additional language are well above average. The proportion of disabled pupils and those who have special educational needs is smaller than average. Most of this group have moderate learning difficulties. The proportion of pupils known to be eligible for free school meals is above average. The school has gained many accreditations, including Primary Science Silver Quality Mark, Sing Up Silver, and the Rights Respecting School award. The school runs a daily breakfast club and after school club. The school meets the government's current floor standards, which set the minimum expectations for pupils' attainment and progress. The renowned New Wave English Hub is based at the school.

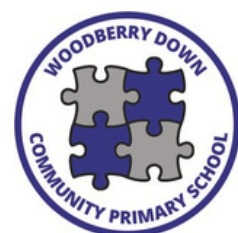
At its last OFSTED inspection (February 2012) it was reported that the school is an Outstanding school.



Shacklewell Primary School

Shacklewell is larger than the average-sized school. The early years consists of two Reception classes and two part-time Nursery classes with provision for two-year-olds. The proportion of pupils with SEND is above average. The proportion of disadvantaged pupils is above average. The school's values of resilience, creativity and hard work are deeply embedded across the school. Pupils thrive as a result. Leaders have been strikingly successful in securing the consistent high quality of teaching and an effective curriculum that underpins learning across the school. This enables pupils of all ages to make substantial progress. Leaders and staff foster a positive environment and conditions which are highly conducive to successful learning. Pupils benefit from the technology that they are encouraged to use from a very early age. They develop high levels of skills in using computers.

At its last OFSTED inspection (March 2019) it was reported that the school is an Outstanding school.



Woodberry Down Primary School

Woodberry Down Community Primary School is a larger than average sized primary school where most of the pupils are from ethnic minority backgrounds. The majority of pupils are learning English as an additional language. A significant minority of these are at the early stages of language acquisition. The proportion of pupils supported by school action plus or with a statement of special educational needs is above average. Many more pupils than in most schools join or leave partway through their primary education. The proportion of pupils known to be eligible for free school meals is well above average. A large minority of pupils are refugees. The school meets the current government floor standard, which sets the minimum expectations for pupils' attainment and progress. This is an outstanding school where the life chances of all pupils are maximized. Pupils' achievement is outstanding. The school is an Apple Regional Training Centre.

At its last OFSTED inspection (June 2012) it was reported that the school is an Outstanding school.

Job Description

Post Title	Premises Manager
Accountable to:	New Wave Federation Governing Board
Salary:	Scale P01 (Point 30-31) £39,615.00 - £40,503.00 per annum (52 Weeks)
Times / Hours:	6:30am - 2:30pm 11:30am - 7:30pm 8:00am - 4:00pm (Holiday Periods)
Direct Reports:	Headteacher / Executive Headteacher / Federation Business Manager

Purpose of the Post

- Responsible for the property and in assisting in the management of the school.
- Liaising daily with the Headteacher on caretaking and site management issues.
- Maintaining any machinery or plant within the school.
- Maintaining the internal and external fabric of the schools premises as a safe working environment.

Main Duties

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

Management & Supervision:

- Ensure contractors or directly employed cleaners perform to the standard laid down in the cleaning specification.
- The Site Manager will report to the Headteacher on any failure to meet the required cleaning standards.
- Deal with enquiries from staff and pupils.
- Induction and training of other caretaking staff and cleaners to ensure they are conversant with the duties and standards of work expected of them.
- Supervision of caretaking/cleaning staff.
- Maintain effective working relationships and ensure good timekeeping, dealing with minor grievances and ensuring work schedules and standard are maintained.
- Certify weekly time sheets for cleaners and preparing claims for caretaking fees for lettings.
- Attend training courses where appropriate.
- Report to Governing Body which will involve attendance at Governors meetings where appropriate.
- Manage and monitoring of any facility or building contractors that are undertaking work on the schools premises.
- Manage the hiring/letting of the school premises in consultation with the Headteacher.

Security:

- Manage the opening and closing of school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use.
- Liaise with emergency services.
- Consult with Headteacher on cover arrangements for lettings and out of school hours functions.
- Ensure the weekly checking and proper operation and function of all alarms and fire equipment.
- Check daily emergency exits and entrances are not obstructed.
- Undertake yearly fire risk assessment.

- Compile reports on acts of vandalism for the Headteacher and Police where necessary.
- Assist in the management of internal mail courier duties as required by the Headteacher.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur.
- Working in conjunction with the Headteacher ensuring the safe use of the school site at all times.

Lettings:

- Manage the Lettings process.
- Ensure effective lettings; ensuring areas are cleaned as required in accordance with Hackney Education's arrangements.

Internal Maintenance:

- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required.
- Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re: prevention of Legionella.
- Synchronise all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Headteacher.
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.
- Remove or obscure all graffiti as required by the Headteacher.

External Maintenance:

- Maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Agree a system with Governing Body, and Headteacher for window cleaning arrangements, and monitor if appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials and, consult with Headteacher for the best method of removal.
- Maintenance of school gardens including planting bulbs etc.
- Oversee regular cutting of grass.

School Cleaning:

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Headteacher.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- In areas where the Caretaker undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Headteacher.
- Daily disinfection of water fountains.

Stock Control:

- Maintain stock levels as required, ordering and receipt of supplies within agreed budget in consultation with Senior Admin Officer.
- Ensure safe storage of all stock in clearly labelled cupboards/areas.
- Maintain an up to date list of all hazardous substances and where they are located, ensuring a copy is kept in school office in case of emergency.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General Requirements

- Take part in the school's performance management system.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Person Specification

Qualifications:

- N/SVQ Level 4/ NHD/ Degree in relevant discipline or appropriate experience at senior level.

Experience:

- Relevant experience working in a similar role within a school or similar setting
- Experience monitoring and liaising with contractors and suppliers.
- Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by cleaning staff.

Knowledge:

- An understanding of the health & safety requirements of a school or other public institution.
- To communicate clearly to all sections of the school community both verbally and in writing.
- Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community.
- Full working knowledge of relevant policies/codes of practice/legislation.

Skills:

- D.I.Y skills to undertake day-to-day repairs and maintenance of the building, including working knowledge and operation of the school heating system.
- Ability to assist in the training and induction of new cleaning and caretaking staff.
- Understanding of the principles of health & safety in a school environment including COSHH
- Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritising own workload.
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individual as required.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
- Ability to carry out a range of administrative task, including stock taking and ordering.
- Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.

Application Process

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all the criteria identified in the selection criteria.

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and
- If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.

Please explain any gaps in your employment/education history and reasons for these gaps, continuing onto an additional page if necessary.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

Completed application forms must be received by **12pm Friday 2nd June 2023** and interview date is week commencing **Monday 12th June 2023**.

If you have any queries or require any further information, please contact Ms Alia Choudhry, Federation School Business Manager on **0207 254 1415** or **achoudhry@newwavefederation.co.uk**

If you would like to have an informal discussion about the post then please contact me via email at **nreid@newwavefederation.co.uk**

We look forward to receiving your application.

Contact Details



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Community Primary School**
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