



The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	Premises Manger
Salary:	Grade F - £17.79 per hour
Base:	Mill Water School

Main Purpose of Job:
<p>This job description may be amended at any time following consultation between the Headteacher and the post holder and will be reviewed annually.</p> <p>The Premises Manager, under the direction of the School Business Manager, is responsible for managing the security and safe operation of the school site, including all aspects of Health and Safety and compliance.</p> <p>Hours of Work: 25 hours per week Monday to Friday x 52 weeks 7.30 am – 12.30 pm</p> <p>It is important that all staff working within the school are sensitive to the need for confidentiality. Personal information relating to staff or children should never be shared outside school. All staff are expected to follow all school policies, including the Staff Code of Conduct</p>

Main Duties and Responsibilities:
<p>Organisational Relationships:</p> <ul style="list-style-type: none">• Directly responsible to the School Business Manager• Line Manager for Handyman <p>Duties and Responsibilities:</p> <p>Leadership and strategy</p> <ul style="list-style-type: none">• Under the direction of the SBM, to be responsible for the provision of high quality, cost effective maintenance, security, Health and Safety and cleanliness of the school premises and grounds, ensuring that staff, pupils and visitors have a clean, safe and well-maintained environment.• Be responsible for Health and Safety policies, risk assessments and management of all related site documentation through Connect 2 and OSHENS. The postholder will also be expected to manage any Covid 19 risk assessments and safer working practices and ensure that PPE is available and distributed throughout the school.• Attend leadership team meetings and report to governors where appropriate• Implement school-wide changes and allocate resources in line with the school development plan, putting policies and procedures in place and communicating them to staff• Take all decisions in line with the vision and values of the school, and encourage others to do the same• Contribute to the development of the school's values and vision and communicate these clearly and enthusiastically to all staff and other stakeholders

- Monitor the progress and quality of work and individuals for whom the post holder has specific responsibility and provide prompt and constructive feedback

Health and Safety and Site Management

- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Update all Health and Safety and premises related risk assessments at least annually
- Liaise with DCC Health and Safety to complete annual audit
- Act as responsible person for all Health and Safety matters
- Act as responsible person for overall site security, working with handyman, SBM and Headteacher
- Undertake regular training to keep up to date on all matters relating to Health and Safety
- Organise timely health and safety training for staff
- Act as Fire Leader on site, maintain fire safety records, organise all statutory checks, and termly fire drills
- Ensure emergency procedures are current and timely in liaison with Headteacher
- Be responsible person for the school's hydrotherapy pool and ensure its safe operation at all times
- Implement any planned maintenance programme, taking responsibility for contractors on site
- Be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the building, fixtures, fittings, furniture, premises and grounds
- Ensure all building projects are completed to appropriate standards
- Advise on energy control and conservation
- Ensure CCTV is functioning
- Act as a key holder, opening the school building each morning
- Oversee the purchase of premises related materials
- Liaise with external cleaning/kitchen staff
- Maintain Health and Safety related records – Connect 2 and OSHENS
- Prepare reports for Governors meetings
- Plan future site activity that could generate income
- Prepare critical Incident Plan/Emergency Plan
- Carry out all accident reporting, internally and to DCC where appropriate
- Manage the school's fleet of vehicles – tax, MOT, insurance and servicing
- Check staff documents for driving
- Lead on Swimming Pool safety, training, and safe operation
- Organise statutory checks and keep records
- Manage handyman on a daily basis, ensuring that all activities relating to this role are carried out efficiently and to a high standard
- Maintain insurance policies

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a Premises Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

General – applicable to all Trust roles:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as require

Company Overview:

We are a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the South West.

The Trust was founded in 2016 and is currently made up of 8 schools and 4 ARBs. Unlike other trusts, we are purely made up of SEN schools and ARBs. This puts us in a unique position to do things differently. We realised early on in our journey that there wasn't a one-size-fits-all approach. So we developed a philosophy that places our young people front and centre. Every decision we take is based on meeting the needs of our young people and helping them succeed. And when we say 'succeed' we don't just mean academically.

When you work with us you'll be joining a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the UK.

We are not afraid to do things differently and we never settle for ordinary. We aspire to be the best in everything that we do. We provide our young people with the highest quality education, give them access to the best opportunities available to them, and take pride in giving them a sense of self-worth and purpose - built on a foundation of resilience and independence.

Through collaboration, co-operation, and creativity - underpinned by an ethos built on inclusivity, empowerment, and transparency - we aim to inspire every single young person (as well as their families and our staff) to be the very best versions of themselves they possibly can. We do this through an ambitious, specialist curriculum that goes beyond school life and focuses on living as well as learning.

We step outside the comfort zone when it's needed, we care more than people think is needed or necessary, and we genuinely want to improve the lives and experiences of our learners. We dare to be different, we have courage in our convictions, and we strive every single day to draw the best out of everything and everyone in our community.

We are...

Ambitious: We believe in setting new standards and consistently raising them through the quality of our work and approach.

Aspirational: We dream big and are brave enough to act on our aspirations. Invested. We care. It's easy to say but, for us, it flows through every part of the Trust. We are invested in improving the lives of our young people both now and into the future.

Purposeful: We don't do things for the sake of doing them. We are driven by our purpose and committed to turning our vision into a reality.

Genuine: Honesty, transparency, and authenticity are what all our work is built on. Inclusive. Every single voice matters. Everyone can have ideas, express views, and be heard.

Energetic: We make SEN exciting. We are the go-getters and the trend-setters. We are not bound by convention and infuse our energy and passion through everything we do.

Specialist: We are a specialist trust and this gives us a unique and unprecedented insight into the needs of our young people and their families.

Person Specification:			
	Essential	Desirable	Recruiting method
Education and Training	<ul style="list-style-type: none"> • Moving and handling training • Monitoring water systems with regards to Legionella. • Level 3 or equivalent experience in a role with similar responsibilities • Excellent oral and written skills 	<ul style="list-style-type: none"> • Valid First Aid certificate • Working at heights training • Relevant vocational qualification in facilities management or building maintenance • Health and Safety in Education training • NEBOSH certificate • Pool Plant Operator qualification 	Application
Skills and Experience	<ul style="list-style-type: none"> • Experience of managing staff • Experience of building maintenance • Knowledge of COSHH requirements • Awareness of Health and Safety at work • Awareness of Legionella Management • Previous role as a Premises Manager/Caretaker 	<ul style="list-style-type: none"> • Knowledge of the management of Covid 19 in a premises setting 	Application/ interview
Specialist Knowledge and Skills	<ul style="list-style-type: none"> • Appropriate use of tools associated with building maintenance • Appropriate use of equipment and products associated with general cleaning • Maintenance of stocks and stock control e.g. PPE • Building/Garden Maintenance 	<ul style="list-style-type: none"> • Know how to carry out PAT Testing 	Application/ interview
Behaviours and Values	<ul style="list-style-type: none"> • Ability to work flexibly according to the needs of the school • Ability to work on own initiative and within the team 		Application/ Interview
Communication	<ul style="list-style-type: none"> • Ability to work without direct supervision • Ability to communicate with managers, staff, contractors, when required • Good standard of oral and writing skills 		Application/ interview

	<ul style="list-style-type: none"> Ability to deliver training to whole staff and/or Governors 		
Technology / IT Skills	<ul style="list-style-type: none"> Use of Microsoft Office Ability to learn new IT software quickly 	Knowledge of OSHENS and Connect 2	Application
Equal Opportunities	<ul style="list-style-type: none"> Special Partnership Trust and its staff have a statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties 		Demonstrate knowledge at Interview
Physical	<ul style="list-style-type: none"> Able to carry out the duties of the post with reasonable adjustments where necessary 		

Special Conditions related to the post:

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

Trust Benefits:

Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits include:

- A competitive salary
- 29 days paid annual leave (plus bank holidays) - pro-rata for part time workers
- Eligibility to join the local government pension scheme
- Family friendly policies
- Local and national discount schemes, special offers and cash back initiatives
- Employee Assistance Programme
- Bike2Work Scheme
- Simply Health Optimise Health Plan and Wellbeing support
- Continued professional development support
- Apprenticeship Opportunities
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for the wellbeing of staff