



Premises Supervisor

Job Description and Person Specification

Contract Type:	Permanent
Salary:	Band 3 S9-12 (£ 24,406 - £26,191 per annum, term time plus 4 weeks)
School:	Haberdashers' Knights Primary
Location:	Ballamore Road, Bromley, BR1 5LW
Hours per week:	32.5 hours per week
Accountable to:	Business Manager

Job Purpose

We are looking for an outstanding Premises Supervisor, to provide high-quality, professional facilities services and support to staff, pupils and visitors.

This is an exciting time to join the Trust's Estates team. We are strengthening and developing our Estates operating model to create a high-quality, sustainable service across all academies. As the service evolves, there will be opportunities for growth, development and progression for colleagues who demonstrate commitment, flexibility and a positive approach to supporting our schools. This role may require flexibility to support other Trust sites within the Crayford Hub (Slade Green Primary, Crayford Primary and Knights Primary) and candidates should be comfortable working across these different locations and adapting to changing operational priorities.

The successful candidate must hold a current driving licence and be able to reach the school location within 30mins to attend to emergency call outs if necessary.

Key Responsibilities of Role

Site Security

- Ensure site security: acting as a key-holder as part of the estate team. Controlling site keys, routine and non-routine opening, securing all buildings and grounds as required. Activating, deactivating and testing automated alarm and bell systems. Acting on call for out of hours alarm activations.
- Monitor quality of cleaning across the site

Health & Safety

- Work to maintenance procedures and to Health & Safety regulations.
- Complete and be responsible for maintaining relevant mandatory Health and Safety training
- Manage and maintain specified compliance activities, record and systems, ensuring statutory checks, inspections and actions are completed, accurately recorded and reported in line with Trust procedures.

- Ensure all appropriate risk assessments are in place for estates, cleaning operations, control measures implemented and monitored on a day-to-day basis for all appropriate caretaking tasks. Undertake risk assessments of the school site.
- Be responsible for ensuring all risk assessments and method statements for outside contractors are in place referring to central team staff for advice and guidance where necessary.
- Ensure all contractors are familiar with the Trusts H&S requirement, especially familiarization with the asbestos register, if one is in place for any parts of the building. Ensure contractors see and sign to acknowledge this on each occasion they are on site.
- Ensure that the premises and grounds are maintained in line with Trust check sheets, including working at height
- Check and maintain the play areas and outdoor equipment daily and weekly.
- Maintenance and perusal of CCTV equipment when necessary.

Maintenance/Repairs

- Ensure energy, heating, hot water, drainage, lighting and ventilation are working efficiently and effectively.
- Facilitate any minor repairs within their ability, training and health and safety constraints, for example: painting and decoration, carpentry and improvements, plumbing, internal glazing, arranging for other repairs to be carried out within procedures.
- Support delivery of planned preventative maintenance, compliance programmes and estate improvement activities across the school and wider Trust estate
- Coordinate and monitor contractors working on site, ensuring works are completed safely, appropriately recorded and any concerns escalated in line with Trust procedures
- Assist with planning, delivery and monitoring of maintenance and improvement works directly
- Respond to caretaking and portorage issues as logged on the system.
- Ensure maintenance schedules are followed and preventative work in consultation with line manager.
- Work collaboratively with school leaders, business leaders, Estates colleagues and Trust teams to prioritise and deliver maintenance, compliance and operational activities

Grounds Maintenance

- Monitor the performance of cleaning contractors and discuss observations with line manager.
- Ensure all refuse areas are clear, emptying litter bins and keeping clean and distributing bins as required for refuse and recycling collection.
- Undertake cleaning tasks and grounds maintenance as required

Budget/Stock

- Day to day support of school operations, including stock replenishment, ordering, receipt delivery and safe storage of goods and services, ensuring that arrangements for receipt and logging of deliveries comply with school regulations and are within budget.
- Raise purchase orders in accordance with procedures.

General

- As part of the estates team, set up and take down for school and Trust events such as assemblies, parents' evenings, training courses etc.
- To work within the school framework with regard to Health and Safety
- To promote equal opportunities in the school
- To promote the ethos of the Trust / school
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team
- To promote equal opportunities in the Academy and support the wider Trust EDI (Equality, Diversity & Inclusion) policy
- To actively promote the aims and ethos of the Trust
- To support the Academy's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably required by the CEO or Principal
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies

Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References (R)
Education & Qualifications	<ul style="list-style-type: none"> GCSE Maths and English (Grade C, Grade 4 or equivalent) An enhanced DBS (we will apply for this for you) A full, clean UK drivers' licence 	<ul style="list-style-type: none"> Level 1 certificate in Painting & Decorating, Electrical (or equivalent) 	<p>A, I, R, AS</p> <p>A, I, R, AS</p> <p>A, I, R, AS</p>
Knowledge & Experience	<ul style="list-style-type: none"> Understanding of appropriate cleaning methods and standards, maintenance and security systems Knowledge of health and safety regulations in relation to the post An ability to outline specifications for repair and undertake risk assessments Physical ability to carry out manual handling tasks Experience of working on building projects – preferably in an education environment 	<ul style="list-style-type: none"> An interest in working within a Multi-Academy Trust setting 	<p>A, I, R, AS</p> <p>A, I, R, AS</p> <p>A, I, R, AS</p> <p>A, I, R, AS</p> <p>A, I, R, AS</p>
Personal Qualities	<ul style="list-style-type: none"> Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them Belief in equality and opportunity for all, ensuring that all staff feel included and listened to Ability to establish and articulate a clear vision in an engaging way Determination and resilience High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully 		<p>A,I, R, AS</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p>

	<ul style="list-style-type: none"> • Commitment to collaborative working • High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short • Commitment to safeguarding and promoting the welfare of children and young people 		<p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p>
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Staff Development

We value our people. Professional learning is central to our success, and as a new employee, you will receive support from the Senior Directors of People and Professional Learning, alongside your line manager, to help you reach your full potential.

'Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.'