



Reports To: Premises Leader/Regional Premises Manager

Why	Job Summary • Be responsible for ensuring the security of the site, premises and its contents • Act as a designated key holder, providing out of hours and emergency access to the academy site. To be available to attend in cases of emergency outside the normal working week hours, eg intruders, fire and flood, in line with the Academy policy and procedures for emergency cover.	
What	Main Responsibilities • To support the review and implementation of health and safety policies and procedures within the establishment(s). • Keep records relating to maintenance and security • Ensure all checks and tests/full statutory compliance is completed by self, staff or contractors • Ensure premises for a large site(s) are clean, safe, secure, and well managed in terms of estates management • Have overview of the maintenance budgets for the academy and work with the Education Support Team to review these • Arrange for general maintenance within specialist areas • Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment • Responsible for regular maintenance checks and follow-up actions. Provide advice on the annual long-term maintenance requirements to support a cost effective maintenance programme • Ensure contractors are managed whilst on site and ensure work is completed to the required standard • Work with finance teams and manager to ensure orders are raised for premises related issues/equipment/tasks • Responsible for the regular checking and operation of site related systems (including BMS) • Arrange tenders and quotes and follow trust procedures to ensure the safe and compliant appointment of external contractors • Line manage other premises staff (dependant on structure) • Undertake risk assessments and ensure safe systems of work are followed • Liaise with other school staff/departments on premises issues • To assist in the oversight and scheduling of lettings; attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings; be available to attend evening lettings as agreed during the week and at other times by prior agreement • Promote the safe use of chemicals according to COSHH regulations • Provide directive advice to the housekeeping/cleaning staff • To complete and maintain records of timesheets, attendance records, premises staff annual leave etc. as required • To supervise the recording of all deliveries and maintain the required information in the log books/stock cards etc. • To monitor and replace all consumable items used by caretaking and cleaning staff in the course of their duties, ensuring adequate supplies are maintained to meet the site/housekeeping needs of the academy/building • To take reasonable care for the health and safety of themselves and others whom may be affected by the activities. Where appropriate, safeguarding the health and safety of all persons under their control and guidance in accordance with the provision of Health and Safety legislation • Keep manager informed of the standards of cleaning within the academy • Act as a key contact for any estates related projects within the academy and provide manager/project manager with updates as required • Hold outstanding IT skills in order to operate basic Microsoft packages, software systems and support premises staff in using these to enhance communication and support processes within the premises team • Deputise in the absence of a Premises Leader as necessary dependant on structure within region and/or site manage a smaller scale site such as a primary academy or equivalent • Undertaking such other duties that are commensurate with the post as directed by the line manager. • Any other responsibilities deemed appropriate to the level of post.	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role
		Know how to recognise potential child abuse or neglect and follow safeguarding procedures
		Motivates others to take responsibility for their own Health & Safety

Context		Participate effectively as a member of a team, fostering positive relationships	
		Where appropriate, utilise support staff effectively	
		Efficient and methodical, monitors and attends to detail; checks for errors	
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Undertake appropriate professional development to secure progress in your career	
		Developing practice ensures effective professional contribution across the department/academy	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Developing supervision skills and provides informal leadership / direction	
		Consults at the start and as appropriate throughout the activity and within the team	
		Shows initiative to manage projects and contractors on site	
		Willing to accept responsibility for own activities and those of the team	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Involved in setting tasks	
		Makes short term (daily, weekly) considered plans	
		Conscientious in adhering to deadlines and perseveres to achieve project tasks	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding	
		Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience	
		Shows strong, professional communication skills and techniques	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Reasons logically and focuses upon solving the problem. building upon previous experience	
		Initiates joint decision making within own team	
		Knows how to report, record and pass on information	
		Deals with 'task' problems within own team	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	Essential: • Educated to GCSE level in English and Mathematics or equivalent • Knowledge of the main Health & Safety Regulations, and how they apply in a school environment • Knowledge of building cleaning standards • Experience of undertaking a range of caretaking and cleaning duties • Competent in the basic range of Microsoft packages (outlook, one drive, word, excel and teams) • Confident and professional manner which can be applied to all aspects of the role Desirable: • Relevant maintenance/trade qualification • Health & Safety Qualification • Qualification in related subject area (e.g. HNC/HND/IWFM qualifications)	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.