



We Co-operate
We Pioneer
We Belong



Premises Manager Application Pack



Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



Simon Ward
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

Deadline

The deadline for the post is midnight on **Sunday 28th June 2026**.

Interviews are to be held on Monday 6th July 2026.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

The post will be paid on the **School Support Scale, points 27 – 31 (£38,220 - £41,771)**

Start Date

September 2026

For an Application Pack

1. Visit www.altusep.com
2. Contact Caroline Sullivan – HR Officer: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

Job Title:	Premises Manager
Reports to:	Academy Operations Lead
Contract:	Permanent – Full Time
Salary:	School Support Scale, points 27 – 31 (£38,220 - £41,771)
Start Date:	September 2026

Overall Purpose of the Post

To lead the management and maintenance of the school estate, ensuring it is safe, secure, and conducive to an excellent learning environment. This includes overseeing compliance, health and safety, sustainability initiatives, and ensuring the efficient operation of all premises-related systems and activities in line with the Department for Education (DfE) Estate Management Competency Framework for Schools.

Key Responsibilities

Leadership and Management

- Develop and implement a strategic estate management plan aligned with the school's values and objectives.
- Manage and supervise the premises team, ensuring high standards of performance and professionalism.
- Act as the primary point of contact for all estate-related matters, liaising with senior leadership, external contractors, and regulatory bodies.

Health, Safety, and Compliance

- Ensure all aspects of the estate comply with statutory regulations, including health and safety, fire safety, and accessibility standards.
- Conduct regular risk assessments and audits, taking prompt action to mitigate identified risks.
- Maintain up-to-date compliance records and ensure readiness for inspections or audits.

Operational Oversight

- Oversee the day-to-day running of the site, including cleaning, security, maintenance, and waste management.
- Ensure all critical systems (heating, ventilation, electrical, and plumbing) are fully operational and maintained according to a planned preventative maintenance schedule.
- Coordinate the scheduling and execution of maintenance tasks to minimise disruption to the school day.

Financial and Resource Management

- Prepare and manage budgets for premises management, ensuring cost-effective procurement and contract management.
- Monitor lifecycle costs of facilities and recommend strategic investments to senior leadership.
- Manage and maintain the school's asset register.

Sustainability and Environmental Responsibility

- Promote sustainable practices, including energy efficiency and waste reduction.
- Develop and implement initiatives to reduce the school's carbon footprint.

Event and Stakeholder Support

- Support school events and functions by ensuring facilities are appropriately prepared and operational.
- Build positive relationships with all stakeholders, including staff, students, parents, and external service providers.

Support for the Trust

The Premises Manager will:

- Be aware of and comply with all Trust policies and procedures, including child protection, health and safety, confidentiality, and data protection.
- Promote equality and ensure all members of the school community feel valued and respected.
- Contribute to the school's ethos and development plans.
- Undertake training and development as required to maintain professional expertise.
- Perform any other duties as required

The Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

Criteria	Essential/Desirable	How identified
Qualifications and Experience		
Level 2 (GCSE A* - C) or equivalent in English and Maths.	E	Application form
First Aid at Work qualification or willingness to work towards one.	E	Application form/Interview
IWFM (Institute of Workplace and Facilities Management) Membership or willingness to work towards one	E	Application form/Interview
Experience of delivering a facilities maintenance function within a large estate.	D	Application form/Interview
Experience of working within a Health and Safety framework.	D	Application form
Experience of delivering estates maintenance programmes.	D	Application form/Interview
Experience of access control, security, and CCTV systems.	D	Application form/Interview
Operate fire safety procedures to meet fire safety regulations.	D	Application form/Interview
Experience of maintaining a property/estate.	D	Application form/Interview
Experience of undertaking tasks using a range of skills to include some or all – painting, cleaning, joinery, electrical, plumbing, grounds maintenance, heating, and ventilation.	E	Application form/Interview
Line management of staff.	D	Application form/Interview
Skills and Knowledge		
Good interpersonal skills, with the ability to work with a range of colleagues, external contacts, and students.	E	Application form/Interview
Ability to follow procedures and the aptitude to determine when a situation requires special consideration, escalation, or referral to a manager.	E	Application form/Interview
Whenever required be able to work unsupervised when maintaining the delivery of the day-to-day services provided by the Estates Department for example cleaning and maintenance tasks.	E	Application form /Interview
Ability to undertake tasks that require physical effort, e.g., lifting, portage duties, working at height.	E	Application form /Interview
Excellent communication skills and the ability to maintain excellent professional relationships with young people and other stakeholders.	E	Application form/Interview
High standards of quality in relation to keeping a building and	E	Application

grounds clean, safe, and well maintained.		form /Interview
Able to travel to other sites when needed, driving licence would be desirable.	E	Application form /Interview
Awareness of the Equality Act.	D	Application form
Awareness Health and Safety legislation.	D	Application form/Interview
Ability to work under own initiative and self-motivated.	E	Application form/Interview
Willingness to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of the college as requested.	E	Application form/Interview



Kingsway Park
HIGH SCHOOL

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www.kingswaypark.org

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