



GREENWOOD
ACADEMIES TRUST

JOB SPECIFICATION

Reports To: Contracts Premises Officer (PFI)

Why	<p>Job Summary</p> <ul style="list-style-type: none"> This role will be based at Weston Favell Academy to monitor and support the effective day-to-day management of the school's PFI contract, under which facilities management services are delivered by Amey Plc. The postholder will assist with monitoring Amey Plc's service delivery, maintaining contract documentation, and liaising with stakeholders. The Contracts Officer will work under the guidance of the Regional Premises Manager to ensure that facilities and services provided by Amey Plc under the PFI agreement meet required standards and contractual obligations. Although the role will be based at Weston Favell Academy on a day to day basis, this will include ad hoc working at other GAT sites to cover annual leave and absence in a Premises Officer capacity. Support the delivery of capital projects and school managed changes, ensuring relevant statutory, environmental, professional and technical standards are identified and maintained in relation to the premises, land and property issues.
What	<p>Main Responsibilities</p> <ul style="list-style-type: none"> PFI Contract & Performance Management Monitor and support delivery of all services provided by Amey Plc under the PFI contract (including cleaning, security, H&S, building/asset management, grounds, utilities, ICT, catering and caretaking), ensuring performance standards, KPIs and value for money are achieved. Contract Compliance, Audits & Reporting Interpret and apply the PFI contract, hold contractors accountable, maintain incident/service failure logs, review performance reports, carry out audits (including cleaning audits), and monitor statutory checks and tests. Damage Claims & Cost Control Analyse, investigate and challenge Amey damage reports across PFI academies, achieving financial savings through robust scrutiny and evidence-based challenge. Stakeholder & Relationship Management Act as a key point of contact for school staff, principals and the PFI provider; coordinate meetings; resolve day-to-day issues; and manage disputes or conflicts, escalating significant matters appropriately. Helpdesk, Systems & IT Support Monitor PFI helpdesk activity, escalate unresolved issues, and competently operate facilities management systems and Microsoft software to support effective communication and premises processes. Inspections, Compliance & Health & Safety Support site inspections and audits, maintain statutory compliance records in line with GAT procedures, undertake risk assessments, promote COSHH compliance, and ensure safe systems of work are followed. Project & Change Management Project manage internal room changes, refurbishments and key academy projects, ensuring minimal disruption to staff and students and reporting progress to the Regional Premises Manager.

	<ul style="list-style-type: none"> • Financial & Budget Support Support maintenance budget setting and planning, prioritise day-to-day maintenance, and work with finance teams to ensure orders are raised and managed correctly. • Contractor & Site Management Procure and manage non-PFI works where required, oversee contractors on site, ensure work is completed to the required standard and liaise with academy departments on premises-related matters; and assist with general handyperson duties that do not require external contractors. • Security, Emergency Response & General Duties Act as a key holder when required, including providing cover at other GAT sites; provide out-of-hours emergency response; maintain maintenance and security records; contribute to clean, safe and secure estates; and undertake any other duties appropriate to the role. 	
Context	Professional Standards	<ul style="list-style-type: none"> • Business service functions – can reflect on their progress, successes, strengths and areas for further development against their relevant professional standards, e.g. Chartered Accountancy, Personnel and Development, Health and Safety, Estates Management, Procurement, Marketing, Governance, Internal Auditors, which are also incorporated into the (ISBL) professional standards <p>Plus, there is an expectation all colleagues adhere to the Seven Principles of Public Life (also known as the Nolan principles).</p>
	Education, Qualifications and Experience (EQE)	<p>Essential</p> <ul style="list-style-type: none"> • Educated to GCSE level in English and Mathematics or equivalent <p>Desirable/Willing to work towards</p> <ul style="list-style-type: none"> • IOSH Managing Safely • Level 3 Apprenticeship as Facilities Management Supervisor or equivalent • IT qualifications • Recognised Building Trade Qualifications. • Previous experience of premises management within schools or previous experience of contract management • Familiarity with PFI contracts or facilities management. <p>Experience</p> <ul style="list-style-type: none"> • Knowledge of the main Health & Safety Regulations/Compliances, and how they apply in a school environment • Experience of managing building cleaning standards • Knowledge, experience and understanding of the day to day management of a public building, e.g. heating, lighting and maintenance • Understanding of the need to maintain excellent security in a public building • The ability to think and act strategically • Excellent communication and influencing skills, in person and in writing • Decision making, analytical and problem-solving skills • The ability to lead and manage projects and teams including promoting

		<p>team working</p> <ul style="list-style-type: none"> • Attention to detail but also the ability to see the implications for the bigger picture • Have a fair amount of commercial awareness • Be able to demonstrate excellent customer service skills and liaising with external organisations successfully • Organisation of time management, prioritising and the ability to perform complex, varied workloads • Be confident and fluent in a range of IT packages including the ability to support premises staff; particularly MS Word, Excel, PowerPoint, Publisher, Teams, One Drive, Outlook • Have experience of using facilities management systems such as CAFM
	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.
	<p>Candidate requirements: (e.g. skills, knowledge, value added skill - i.e. the essential/ desirable skills of a person to fulfil the role)</p>	<p>Competency Areas:</p> <p>Framework</p> <ul style="list-style-type: none"> • Demonstrates the Trust's ethos and adopts high standards of behaviour in their role • Knows how to recognise potential child abuse or neglect and follow safeguarding procedures • Motivates others to take responsibility for their own Health & Safety • Participate effectively as a member of a team, manage and motivate staff • Efficient and methodical, monitors and attends to detail, checks for errors <p>Development</p> <ul style="list-style-type: none"> • Undertake appropriate professional development to secure progress in your career and stay up to date with the role itself. • Developing practice ensures effective professional contribution across the department/academy <p>Leading</p> <ul style="list-style-type: none"> • Successful establishment of links with the local community and external partners. • Consults at the start and as appropriate throughout the activity and within the team <p>Task Management</p> <ul style="list-style-type: none"> • Sets tasks and objectives • Uses good planning tools to manage workload and projects • Conscientious in adhering to deadlines and perseveres to achieve project tasks

		<p>Communication</p> <ul style="list-style-type: none">• 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 <p>Problem Solving/Decision Making</p> <ul style="list-style-type: none">• 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
	<p>Scope</p>	<p>Travel</p> <ul style="list-style-type: none">• Holds a full, clean, UK driving licence. You will be required to travel between campuses/sites as directed to meet the needs of Greenwood Academies Trust. (individual academies, Greenwood Academies Trust buildings, training events, covering annual leave or absence within the region)

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.