

Reports To: Principal/Operations Director

Department/Site: Operations Directorate

Job Summary

- To assist the Operations Directorate in leading and managing the development and implementation of Premises Strategies in a specified region, across the Trust.
- To maintain the security and general appearance of buildings and surrounding areas in accordance with the Trust Premises Standards.
- To maintain full statutory compliance within all academies.
- Responsible for the line management and deployment of regional premises staff.
- Undertake necessary business analysis to identify and secure potential savings and service improvement.
- Ensure the management of contractors on site is completed safely, securely and in line with Trust procedures.
- To be responsible for leading and managing a regional premises management function, assisting in the delivery of capital projects, and providing strategic premises advice. Ensuring relevant statutory, environmental, professional and technical standards are identified and maintained in relation to the premises, land and property issues.

Main Responsibilities

- To lead and line manage a team of Premises staff within a specified region by providing effective support, including all aspects of professional development. Liaise with respective stakeholders to determine individual objectives.
- Ensure all premises services within the region are compliant with statutory requirements, and all appropriate Risk Assessments and Safe Systems of work are maintained. Overall responsibility for permit to work systems within your specified region.
- Maintain facilities, lifecycle and condition works, manage maintenance programmes, reactive maintenance and capital works. Management/oversight of day to day job requests within the Academies.
- Overall financial responsibility for the regional premises function, ensuring budgetary control and compliance with the Trust's financial guidelines and regulations. In general ensuring sound 'probity' management.
- Regularly review that contingency plans are in place to maintain continuity of service in the event of a major failure of plant/building services or major incident and be a member of and out of hours contact for the Trust Major Incident Planning/Business Continuity Team.
- To ensure relevant statutory, environmental, professional and technical standards as set out by the Operations Directorate are implemented and maintained by Premises teams in relation to estate, land and property issues.
- To lead on the deployment of resources in an effective and efficient manner across multiple sites utilising Trust wide and regional contracting.
- Be responsible for the effective, efficient and safe operation of all Trust's infrastructure, plant and equipment.
- Be responsible for ensuring compliance with the current regulations such as Building Control and Planning Regulations
- To ensure all Trust establishments provide an excellent environment for teaching and learning.
- To ensure availability of self and staff to attend site in cases of emergency outside the working week, e.g. intruders, fire and flood and arrange emergency staff cover.

	• Be responsible for managing and monitoring the performance of external contractors and regional premises staff. • Ensuring the facilities meet government regulations and environmental, health and security standards. To support the review and implementation of health and safety policies and procedures within the Trust establishments. • Be responsible for ensuring that the planned maintenance programme is monitored and updated and backlog maintenance replacement programmes for buildings, plant and equipment with costs are reviewed and updated. • To liaise and assist the Trust's Health and Safety team to ensure that the Trust effectively and safely manages its premises and provide any necessary support to the Health and Safety team in relation to Health and Safety advice pertaining to the academies. • Oversee all compliance and assurance processes in relation to Premises management to achieve inspection and audit report actions to reflect this. To carry out regular audit checks at individual sites as per the Operations Directorate guidance. • Overseeing all aspects of premises projects, specifically relating to building projects, renovations, refurbishments and capital programme works. • Advising on increasing energy efficiency, review budgets and promote value for money. • To work with the Procurement team to oversee and agree contracts and providers of services including security, parking, cleaning, grounds maintenance and water management. Where applicable, manage PFI contracts regularly reviewing KPI's. • Liaise with other Regional Premises Managers to provide support as necessary and exchange best practice. • To deliver the regional 5 year premises strategy for each Academy within a specified region and to ensure the quality of premises aligns with the Trust premises performance management framework. • Attend regional meetings with Principals to review premises performance and priorities, providing a summary report for each meeting. • Manage snagging processes for estates related projects and academy new builds. Support the Operations Directorate in managing defects longer term. • Be familiar with and maintain good knowledge of the associated Health & Safety Regulations to the role with an understanding of how they apply in a school/academy environment. • Any other duties as deemed appropriate.	
How	<u>Competencies</u>	<u>Personal Attributes</u> <i>(level expected when job is conducted to the required standard)</i>
	Managing the Organisation <i>Seek ways of improving organisational structures and resources through rigorous self-evaluation</i>	Willingness to be flexible in terms of tasks to be undertaken. Highly motivated and enthusiastic.
	Developing Self and Working With Others <i>Support all staff to achieve high standards, committing to continual professional development for staff and themselves.</i>	Successful establishment of links with the local community and external partners. Ability to motivate staff. Experience of working effectively with external agencies. High level communication skills. Ability to work effectively as part of a team. Approachable and able to deal effectively with people.
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way. raising the quality of teaching and</i>	Experience of leading a team of people Has a basic understanding of supervision / managerial and business principles Consults widely and may provide direction to achieve results

Context	Learning. Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish goals.</i> Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i> Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>		
		Understands the impact and implications of projects/activities on own or others areas of the organisation	
		Sets clear objectives and checks for understanding	
		Sets short term tasks (daily, weekly)	
		Contributes to plans for change	
		Develops own effectiveness in role, adapting to changing priorities	
		Ensures communication has met its purpose	
		Presents complex information and concepts in a way that is simple and easy to understand	
		Creatively focuses upon solving the problem, using different techniques/ experience from other areas	
		Responsible for proposing what decisions should be made within the team and what needs to be referred	
		Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format	
		Deals with problems across departments to achieve resolution	
	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 the line manager to the region's premises staff. Consistently applies highly effective management skills to achieve results Act as a role model promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	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)
	Education, Qualifications and Experience (EQE)	Qualifications/Education	
		Essential - A Level or Equivalent in related subject area - IOSH Managing Safely Desirable/Willing to work towards - Level 4 Apprenticeship Facilities Manager - Level 6 Foundation Degree/HNC/HND or Equivalent in related subject area	
		Experience	
		- Previous experience of premises management - Some knowledge of the main Health & Safety Regulations, and how they apply in a school environment - Knowledge of building cleaning standards - Knowledge, experience and understanding of the day to day management of a public building, e.g. heating, lighting and maintenance. - Experience of directly line managing others, instructing and communicating expectations - An understanding of maintaining security in a public building - Confident use of IT systems including the ability to coach and monitor the performance of premises teams on Trust software systems.	

		• 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 team working. • 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. • Organisation of time management, prioritising and the ability to perform complex, varied workloads. • Be confident and fluent in a range of IT packages; particularly MS Word, Excel, Powerpoint, Publisher, Teams, One Drive, Outlook.
	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, 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 endeavour 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.