



Premises and Operations Manager – HARRIS CHURCH OF ENGLAND ACADEMY



Harris CofE Academy
Harris Drive
Overslade Lane
Rugby
CV22 6EA

Candidate Information

Together, pursuing life in all its fullness

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was formed by the Diocese of Coventry in 2013, and is now one of 2,500 Multi Academy Trusts in England. Our children, volunteers and staff come from all faiths and none, and the Diocese remains a key partner in all that we do.

The trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategic plan focuses on five key stakeholder groups and recognises that these groups will flourish together, far better than they will flourish alone. We aim to:

- Support colleagues to flourish
- Support children to flourish
- Support those involved with governance to flourish
- Support families to flourish
- Support the wider church school family to flourish

To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 5,000 children. You must be willing to share and learn. You must be kind, and able to support and challenge others in order to help them flourish. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, Chief Executive Officer

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.



'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'

As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!'



Bishop Ruth

Premises and Operations Manager

The Trust is looking to appoint an inspirational and highly effective Facility and Operations Manager who is committed to supporting Harris CofE Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £31,022 per annum FTE Grade H SCP 14 -17
- Eligibility to join the Pension Scheme
- Monday – Friday 9.00am until 5.00pm with flexibility and occasional weekend working

Job Description

KEY PURPOSE

As Premises and Operations Manager your role will be to support the School Business Manager to focus on the operations side of academy facilities.

ACCOUNTABILITIES

- The Premises and Operations Manager works alongside the School Business Manager to follow Trust processes and procedures.
- The Premises and Operations Manager supports the promotion of the highest standards of business ethos within the Premises function of the academy and the wider Trust in support of the academies learning objectives.
- The Premises and Operations Manager supports Facility & Property management; Contractor Management and Health and Safety management for the Academy.
- The post forms effective working relationships with external agencies such as contractors etc

The appointee will be line managed by the School Business Manager.

PRINCIPAL RESPONSIBILITIES

Premises Management

- Ensure contracts for maintenance and servicing are up to date and effective.
- Project manage contractors and works.
- Ensure repairs and maintenance activities are carried out effectively and cost effectively.
- Ensure records are kept for all plant and equipment.
- Ensure H&S checks are in place and adhered to.
- Ensure Risk assessments are in place, reviewed, effective and shared with relevant staff.
- Ensure facilities are available as appropriate.
- Ensure events are well managed including Exams, assemblies, external events and bookings for external hirers.
- Ensuring the safe maintenance and security operation of all school premises and physical assets.
- Management of the planned and reactive maintenance of the school site including the purchase and repair of all furniture and fittings.
- Support the continuing availability of utilities, site services and equipment, working with the Trust Operations and Compliance Team in relation to related contracts and SLAs.
- Follow Trust processes and procedures and sound practices in estate management and grounds maintenance. Monitoring, assessment and review of contractual obligations for outsourced school services.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Deal with out-of-hour issues.
- Ensure regular compliance testing is completed and records maintained as required for buildings, materials, hazardous substances, water, appliances, services etc.
- Keep up to date records including maintenance and site master plans.

- Support with management of the letting of school premises to external organisations, for the development of the extended services and local community requirements, in line with trust procedures and policies.
- Produce short- and medium-term maintenance and premises improvement plans.
- Support the Business Manager with the reporting of significant issues relating to the site to the Trust Operations and Compliance Team, including future capital project requirements.
- Work with Estates and Facilities Business Partners to support development and delivery of building improvement projects, including supervision of relevant planning and construction processes in line with contractual obligations.
- Support to ensure academy disaster recovery procedures are robust.

Health & Safety

- Support the school's Health & Safety meetings.
- Liaise with the Trusts Health and Safety Advisors and support them with acting upon any reports and action plans.
- Support the planning, instigation and maintenance of records of fire practices and alarm tests.
- Ensure the Trusts written health & safety policies and procedures are clearly communicated and available to all.
- Ensure the Health & Safety Policy, Health and Safety Standards and H&S law are always implemented, put into practice and are subject to review and assessment at regular intervals or as situations change.
- Ensure systems are in place to enable the identification of hazards and risk assessments and safe working practices in respect to COSHH.
- Ensure the maximum level of security consistent with the ethos of the school.

Line Management

- Caretakers
- Cleaning Supervisor

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.

- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Essential	Desirable	Application	Interview Process	References
Qualifications and Experience						
1.	Experience of H&S management	X		X	X	
2.	Experience of compliance and premises management	X		X	X	
1.	Able to engage and communicate effectively with a range of stakeholders, building relationships and modifying style as appropriate to the audience	X			X	
2.	Ability and willingness to hold others to account for their performance	X			X	
3.	Results focused with the ability to work proactively, plan, organise, optimise resources and complete targets within agreed timescales	X			X	
4.	Computer literate and confident in the use of IT	X		X		
5.	The ability to manage a large and varied workload		X		X	
Personal Qualities						
1.	The ability to react and respond to new initiatives and a changing environment	X			X	
2.	Ability to find innovative solutions to complex problems	X			X	
3.	A creative and positive mind-set	X			X	
4.	Flexibility – as some out of hours work/weekends will be required	X				
Other						
1.	A commitment to uphold and promote equality of opportunity	X			X	
2.	Have a willingness to demonstrate commitment to the Christian values and behaviors' which flow from the MAT ethos	X		X		
3.	Demonstrates an understanding of Safeguarding issues relevant to the post	X		X	X	X

Our Academies



St Laurence's CofE Primary School
Old Church Road
Coventry
CV6 7ED



St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP



Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR



Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE



St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA



St Nicholas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



Studley St Mary's CofE Academy
New Road, Studley
B80 7ND



Central MAT Office
The Diocese of Coventry Multi Academy Trust
c/o St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP



Dunchurch Boughton CofE Junior Academy
Dew Close
Dunchurch
CV22 6NE



St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ



St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA



Leamington Hastings CofE Academy
Birdingbury Road, Hill,
Leamington Hastings, Rugby
CV23 8EA



Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD



All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR



Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB



Long Itchington CofE Academy
Stockton Road
Long Itchington, Southam
CV47 9QP



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



Dunchurch Boughton CofE Infant Academy & Nursery
School Street
Dunchurch
CV22 6PA



Ryton-on-Dunsmore Provost Williams CofE Academy
Sodens Avenue
Ryton-on-Dunsmore
CV8 3FF

