**Langley Grammar School**

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**Premises Manager**

**Application information**

**Langley Grammar School**

**Reddington Drive**

**Langley**

**Berkshire**

**SL3 7QS**

**01753 598300**

**school@lgs.slough.sch.uk**

[**www.lgs.slough.sch.uk**](http://www.lgs.slough.sch.uk)

**Personnel – details of vacancy**

Langley Grammar School is a co-educational selective school with approximately 1,100 students on roll. It is a well-ordered community that encourages self-discipline, leadership, independence of thought and consideration for others.  Our students demonstrate a high level of commitment to academic success, and to developing the skills and confidence that will equip them for adult life.

Reporting to the Business Manager, the Personnel Manager will help to deliver the School’s aims and objectives by providing an efficient and robust personnel service to the school. The full job description and person specification are provided at the end of this document.

**Application process**

**Please complete the Langley Grammar School application form and a letter supporting your application**.

CVs may be provided but are not acceptable on their own. The application form must be completed in full and your letter should:

* Explain the reasons why you are applying for the post,
* Outline your experiences and personal qualities that you feel are relevant to your suitability for this post,
* Describe the key responsibilities in your recent employment history that are relevant to your application.

The deadline for application is **Monday 20 September at 12 noon**, however we reserve the right to call well-qualified candidates for interview and make an appointment before the advertised closing date. Completed applications should be sent to:

Mr Gary Botha

Langley Grammar School

Reddington Drive

Langley, Berkshire

SL3 7QS

Applications may also be made by e-mail; please send to garybotha@lgs.slough.sch.uk

**References**

Please note that it is our normal practice to take up references. Your referees must include your most recent employer; references from friends or relatives are not acceptable.

**Safeguarding**

Langley Grammar School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers. The successful applicant will be subject to an enhanced disclosure check with the Disclosure and Barring Service.

**Equal Opportunities**

Langley Grammar School will not discriminate directly or indirectly through applying conditions or requirements which cannot be shown to be justified. We will not discriminate on the grounds of race, gender, nationality or origin, marital status, disability, economic status, sexual orientation, age, trade union, political or religious belief, or responsibility for dependants.

**Disability Statement**

Langley Grammar School will give favourable consideration to applications for employment made by people with disabilities having regard to their particular aptitudes and abilities. A disability or health problem does not preclude full consideration for the job and applications from suitably skilled people with disabilities are welcome.

# PREMISES MANAGER: JOB DESCRIPTION

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|  **Job title** | **Premises Manager** |
| **Salary range and contract** | Salary range £28,693 - £33,186 dependent on experience (NJC scale S01 or S02). Full-time contract, 37 hours per week. |
| **Line management** | The Premises Manager is responsible to the Business Manager  |
| **Purpose of the role**  |
| The Premises Manager is responsible for:* The management of the school site and grounds, including facilities for extended school activities, ensuring that they are maintained in a safe and clean and secure condition, and undertaking such tasks as may be necessary for effective site management.
* Maintaining overall site security, ensuring the school site is secure and meets the school’s safeguarding requirements.
* The management of health and safety ensuring that regulations are followed and adhered to throughout the school.
* Providing advice, training and assistance in premises-related matters including legislation and regulations.
* The line management of two Assistant Premises Managers, premises staff, including their induction, training and appraisal.
* Managing and monitoring relevant budgets ensuring best value principles are followed where possible.
* Supporting and contributing to the overall ethos, work and aims of the school.

The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher. |
| **Operational** |
| * Establish and maintain good relationships with all students, parents, colleagues, contractors and other professionals.
* Organise and monitor premises staff workloads and shifts, including cover for absences and delegating tasks appropriately.
* Act as a key-holder for emergency call-outs and control the site keys, and routine and non-routine opening.
* Responsible for the security of the site and grounds, including liaising with other stakeholders in respect of arrangements for safeguarding in accordance with school policies and procedures.
* Responsible for the maintenance of the school site, buildings and grounds to a high standard.
* Co-ordinate the required activities for planned and unplanned evacuations, liaising with the Headteacher and Business Manager at all times.
* Ensure school vehicles are maintained, serviced, have a valid MOT certificate and are kept clean and with sufficient fuel. Drive the school vehicles as and when required.
* Ensure maintenance and functioning of the school’s heating and utility systems and services.
* Maintain an up-to-date location plan of all turn valves and switches for utilities.
* In conjunction with the Administration Officer produce and implement an annual maintenance plan which identifies and schedules service contracts and long term non-recurring, short term cyclical and preventative work.
* In collaboration with the Business Manager and Headteacher draw up and maintain a premises development plan, which prioritises the work required and the associated costs.
* Liaise with external suppliers, under the direction of the Business Manager, and assist in the preparation of outline specifications for alterations and improvements to the buildings.
* Be the primary operational contact for the school’s contract cleaners and ensure that all school buildings and grounds are cleaned to agreed standards and specifications, including the establishment of effective monitoring systems and rotas.
* Arrange for the removal of graffiti and chewing gum.
* Arrange for collections by the school’s refuse contractor.
* Report on, arrange, and oversee any alterations, redecoration, building and maintenance works and specialised repair work.
* Personally undertake minor repairs and maintenance tasks, which are within her/his competence and identified as such, arranging for other repairs to be carried out, and organising emergency response to vandalism damage.
* Maintaining stocks of materials, equipment and protective clothing as required.
* Organise and/or personally undertake the removal of snow and other obstructions from entrances, steps and access pathways, maintaining adequate stocks of salt and sand.
* Ensure all deliveries to the school are distributed to where?.
* Prepare and update a list of approved contractors for repairs, maintenance and redecoration, preparing specifications and obtaining quotations, and ensuring best value.
* Co-ordinate car parking facilities on the school site/s.
* Report any breaches of security immediately and ensure that any resultant damage is remedied properly and promptly.
* Undertake and co-ordinate various porterage and administrative duties.
* Investigate and implement wherever possible ecological and environmentally friendly solutions and systems.
* Ensure, in conjunction with the BM and Headteacher that all health and safety procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises users and visitors, including contractors.
* Ensure that all school site-related risk assessments are carried out and completed, and that action is taken where necessary.
* Ensure that appropriate signs and notices are displayed.
* Notify appropriate agencies of any issues and make necessary arrangements, e.g. for pest and vermin problems.
* Assist in ensuring that the required documentation in respect of the reporting of incidents, including accidents, is completed.
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| **Personnel** |
| * Ensure required safeguarding checks have been completed as per school policies and procedures before engaging contractors, informing the Business Manager of any concerns.
* Work effectively and proactively as part of a team, sharing and managing the workload of the Assistant Premises Managers, ensuring both early and late shifts are covered, and covering them in periods of staff holidays or absence.
* Identify training needs of premises staff and organise appropriate development opportunities.
* Complete appraisals for premises staff, including the setting of appropriate targets.
* Be involved in the recruitment of premises staff when required.
* Deal with any disciplinary issues as required in accordance with school procedures and policies and as directed by the Business Manager.
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| **Administrative** |
| * Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
* Prepare information, statistics and reports as required by the Business Manager, Headteacher and the Governing Board.
* Responsible for administration relating to all areas within her/his remit.
* Responsible for ensuring that manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
* Process, input, extract and analyse information from the school’s system/s as required.
* Ensure compliance with data protection regulations.
* Maintain up-to-date records of the Premises department’s assets.
* Deal with correspondence promptly and as required.
* Manage, monitor and review relevant budgets ensuring best value principles are followed where possible.
* Ensure that financial procedures and activities are carried out in accordance with school policies and procedures, such as taking meter readings, initiating purchase orders and monitoring expenditure.
* Assist in the negotiation of service contracts and effect tendering for areas of responsibility ensuring necessary checks and documentation are obtained, including HMRC requirements.
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| **General** |
| * Work outside of normal school working hours for extended school status activities, e.g. parent teacher consultations, prizegivings, school events, and emergencies as required.
* Arrange and give training sessions to staff to ensure that they are aware of associated procedures and regulations.
* Attend training sessions and meetings as required. ~~Including governors’ sub-committee meetings~~.
* Undertake first aid training and responsibilities as required.
* Seek, consider, and act upon professional support and advice as required.
* Keep up-to-date with relevant legislation and regulations including health and safety and Control of Substances Hazardous to Health (COSHH) developments, and communicate relevant information to staff.
* Support the Headteacher and Business Manager in advising the governing board and its committees as appropriate and when required.
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**Conditions of employment**

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
* The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
* The post holder is required to uphold the school’s policy in respect of child protection matters.
* The post holder shall be subject to all relevant statutory and institutional requirements.
* The post holder may be required to perform any other reasonable tasks after consultation.
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school’s performance management scheme.

**PREMISES MANAGER: PERSON SPECIFICATION**

| **Essential** | **Desirable** | **Evidence** |
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| **Qualifications and experience** |
| * Appropriate qualification/s and/or significant experience in field, including clean drivers licence.
* Evidence of premises management experience to support the day-to-day operation of an establishment/company within financial constraints.
* Experience of working with contractors and negotiating contracts to requirements.
* Experience of managing site projects and change.
* Experience of managing health and safety.
* Evidence of effective leadership and line-management of staff including a team.
* Full UK drivers licence.
 | * Further or higher education qualification/s in related field/s.
* Experience of working in the building/construction industry.
* Experience of working in a school or similar establishment.
 | Application formLetter of applicationReferencesInterviewsCertificate/s (to be available at interview) |
| **Knowledge and skills** |
| * Ability to build and form good relationships with students, colleagues and other professionals.
* Able to lead, develop and motivate a team of staff, delegating duties as required.
* Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
* Ability to improve own practice/knowledge through self-evaluation and learning from others.
* Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.
* Good standard of numeracy and literacy skills.
* Ability to absorb and understand a wide range of information and deal with confidential issues appropriately.
* Managing and monitoring a budget, and providing required reports.
* Ability to operate a range of IT equipment and other specialised resources.
* Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.
* Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety.
 | * Working knowledge of establishing and reviewing development plans.
* Working knowledge of construction/building regulations.
 | Application formLetter of applicationReferencesInterviews |
| **Personal qualities** |
| * Initiative and ability to prioritise one’s own work.
* Able to follow direction and work in collaboration with line manager and leadership team.
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Efficient and meticulous in organisation.
* Ability to reach and bend, and to carry out some heavy lifting.
* Able to work occasional evening and weekends and attend out of hours emergencies.
* Desire to enhance and develop skills and knowledge through CPD.
* Commitment to the highest standards of child protection and safeguarding.
* Recognition of the importance of personal responsibility for health and safety.
* Commitment to the school’s ethos, aims and its whole community.
 |  | Application formLetter of applicationReferencesInterviews |