



Recruitment Pack

Premises Manager
Park Lane Academy
Required: ASAP

Actual Salary: £24,399.26 (Grade 6, Scale Point 18-22)
37 Hours, Term Time plus 10 days



Dear Colleague,

Thank you for expressing an interest in this post.

We are seeking an enthusiastic **Premises Manager** to support the Academy Business Manager by taking responsibility for day-to-day site issues and liaising with Mitie caretakers; to be responsible for contractors on site by working with and directing Mitie on aspects of the security, caretaking, cleaning and general maintenance needs of the academy to ensure the academy meets all statutory requirements and is a safe and secure environment for students, staff and visitors, and presented to a high standard; to be responsible for aspects of managing, supporting and guiding the site teams, which includes working alongside the Mitie caretakers and staff in accordance with the Mitie contract.

Park Lane Academy is on an exciting journey, as part of the South Pennine Academies Trust, the improvements we have made over the last two years are significant and we are looking to continue this with your appointment to our team.

Staff, students and parents all agree Park Lane is a great place to work and learn.

Please see our website www.parklane.org.uk. And our social media pages to learn more about life at PLA.

If you would like to discuss the role in more detail or visit to see the academy in action, please contact Mr Stuart Hillary, Head of School on hillarys@parklane.org.uk.

If you are committed to improving the life chances of children and think that you are right for this position then we look forward to receiving and reading your application.

Best Wishes

Kash Rafiq

Executive Principal

Stuart Hillary

Head of School



Joining South Pennine Academies

· **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression. Please visit the following link to view the South Pennine Academies CPD brochure -

<https://www.southpennineacademies.org/Professional-Development-at-SPA/>

· **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.

· **Wellbeing Benefits** – Through our wellbeing provider, **Smart Clinic**, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.

· **Free Will Writing Service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.

· **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.

· **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

Academy Overview

Park Lane is a vibrant and welcoming secondary academy. We are part of a highly successful and supportive Trust, enjoying the benefits of effective collaboration through working in partnership with the eleven academies and Huddersfield Horizon Scitt that make up the trust.

Based 3 miles out of Halifax Town Centre, in Exley; the academy buildings and grounds offer an exceptional modern learning environment and facilities, yet with the countryside literally on our doorstep meaning we can provide a wealth of additional curriculum enrichment opportunities for our students including DofE awards, sport clubs and fitness suite use for students.

We are an 11-16 mixed comprehensive academy with an increasingly positive reputation across Calderdale. Outcomes have improved steadily in recent years, with a fantastic



curriculum in place, which offers real breadth and reflects the interests and ambitions of all students on our roll. We are proud to hold the Careers kitemark, for excellence in guidance and support for students. The majority of our learners stay in education post 16 at the further education colleges within Calderdale. As a small secondary school, we take pride in the fact that every member of staff knows every student well. We truly value the relationships we foster with every staff member, student and family. This gives us a real 'family' feel that permeates through every element of our work and is something that visitors to the academy often comment upon.

Our core values are at built into the foundations of all that we do; Pride Respect and Ambition. We are proud that we are fully inclusive, serving a diverse community. We recognise that in order to excel academically, students also need exceptional care, guidance and support throughout their secondary education. Our team of dedicated staff work together with families, governors and the wider community to bring our values of Pride, Respect and Ambition to life, supporting students to develop the attitudes, knowledge and skills for future success.

As experienced and successful leaders, we are passionate about ensuring high-quality staff development leading to excellent teaching and pastoral support, positive relationships and the promotion of a culture that enables all to reach their potential, both students and staff. We passionately believe, as educators, we have the power and responsibility to inspire our students to be the best they can be to enable our learners to pursue their dreams and improve their life chances.

Sponsorship

In the October of 2018, Park Lane Academy joined in partnership with South Pennine Academies to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. **The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.**

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in Park Lane Academy.

The key to the Academy's success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed together.

The Trust Vision

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on school improvement with inclusion and diversity at the core.



Key Priorities

High Performing Staff

Targeted strategies are used to ensure teachers, support and business support staff have the capability and flexibility to deliver high quality educational opportunities and services. Highly effective professional development is essential for all staff. Working with Teaching Schools and local providers, ensures that staff needs are met, whilst maintaining a clear focus on local and national priorities. A highly productive, happy workforce is essential in sustained school improvement.

Successful students

Every student, in every phase needs a personalised approach. We ensure opportunities in response to individual needs and empower individuals to contribute to their communities and continue to learn throughout their lives. A rich curriculum is essential, providing opportunities that lead to highly engaged students, who are articulate and communicate effectively. Students who feel their contributions are valued, students who become highly effective members of society.

Engaged community

Nurturing and maintaining positive, valuable relationships between school staff, students, their families and the broader community leads to improved outcomes for students. Local community capacity is strengthened when it is built on trust, respect for others, common goals and high expectations for students' achievement. We are committed to engaging strategies to ensure our key priorities are not only met but exceeded wherever possible.

How will this support my development?

As a teacher, you will have opportunities to work alongside SLEs from the Trust and gain expert support from the best in Education. We also hold Trust-wide CPD sessions and have a shared resource iCloud system, to enable you to work with your colleagues across the MAT and gain their opinions on your strategies and resources, sharing effective ideas.

South Pennine Academies School Effectiveness Team offers coaching to both middle and senior leaders and we engage in Ambition Schools Leadership Programmes for those aspiring to further their careers.



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post you should;

- Complete the application from our website fully, ensuring all details are accurate and all declarations are signed
- Please ensure you enclose two previous employers' professional referees, one being your current employer (with email addresses if possible). Do not enclose additional CVs
- Ensure you fully complete the personal statement section of the form, this should be no longer than the allocated space of two sides in the application form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of this academy
- Submit your application electronically by **midnight** on **19th February 2023** on **My New Term**.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced disclosure and barring service check and the Academy's safer recruitment policy and procedures.

Premises Manager

Job Description

| | |
|--|---|
| Post Title: | Premises Manager |
| Start Date: | asap |
| Line Managed by: | Academy Business Manager |
| Responsible for: | N/A |
| Liase with: | Members of staff, students, parents/carers and outside agencies |
| Purpose of the Role | |
| <ul style="list-style-type: none"> • To support the Academy Business Manager by taking responsibility for day-to-day site issues and liaising with Mitie caretakers. • To be responsible for contractors on site by working with and directing Mitie on aspects of the security, caretaking, cleaning and general maintenance needs of the academy to ensure the academy meets all statutory requirements and is a safe and secure environment for students, staff and visitors, and presented to a high standard. • To be responsible for aspects of managing, supporting and guiding the site teams, which includes working alongside the Mitie caretakers and staff in accordance with the Mitie contract. | |
| Key Areas | |
| <ul style="list-style-type: none"> • Health & Safety • Site Management & Grounds Maintenance in accordance with the PFI contract • Minibuses • Security • Premises • Other Duties | |
| Main duties | |
| Health & Safety | |
| <ul style="list-style-type: none"> • To be responsible for the day-to-day management of all academy facilities to make sure they are available for safe and secure use by all users over the course of the day, complying with H&S legislation, academy policies and good H&S working practices | |

- To undertake checks of the site for H&S compliance and to be vigilant for any health and safety hazards, mitigating risk immediately and appropriately, and reporting as necessary
- To be responsible for signage around the Academy and to ensure the H&S Notice Boards are up to date, and keeping staff informed on H&S matters
- Administration and management of the Ellis Whittam portal, ensuring all actions are followed up in a timely manner
- To be responsible for delivering staff H&S Induction to all new staff, within 5 days of their start of contract; plan, prepare and deliver annual training to all staff; organise and deliver other training as required
- Ensure all Health & Safety eLearning courses are completed by staff in line with the Trusts mandatory training standards
- Maintain records of all H&S/premise related training
- To undertake H&S Inspections across the academy, and to follow up any actions arising
- To be responsible for taking any actions required from reported Near Miss forms
- To ensure all external contractors comply with internal H&S requirements
- To ensure that premises equipment, i.e. mechanical aids, steps are in safe condition
- To supervise termly fire drills and log findings, and follow up actions.
- To supervise Lockdown drills and log findings and follow up actions.
- To coordinate Fire Risk Assessments, logging and follow up any actions arising from the Fire Risk Assessment
- Carry out complex administrative tasks eg. maintaining records, information and data, producing reports as required
- To liaise with and report to the Health & Safety LAB named person.

Site Management & Grounds

- To act as the daily operational contact for Mitie caretakers
- To be responsible for the monitoring of Mitie community hours spreadsheet
- To attend half termly Mitie Property meetings, raise any issues and follow up any actions required
- To oversee repairs, maintenance and cleaning programme as agreed with Academy Business Manager/Executive Principal
- Liaise with cleaning contractors regarding work requirements. Ensure that work carried out by staff and contractors is completed to specified high standards, meets deadlines and complies with safe working practice
- To be responsible for Quality Assuring that statutory compliance checks are undertaken across the academy. To act promptly and accordingly on any issues/actions arising from statutory compliance checks
- To record breakages, repairs and maintenance work that has been carried out and to record and monitor the quality of work carried out by directly employed staff, service providers and contractors
- Check contractors' Risk Assessment and Method statements (RAMS) and issue Permits to Work
- To Arrange and oversee ad hoc requirements for repairs and maintenance work throughout the academy

- To undertake project work as directed by the Academy Business Manager/Executive Principal
- Where required, attend site meetings to support the Head of School and Executive Principal with issues that arise
- To carry out visual monitoring of electrical fittings and arrange for contractors to deal with any defects
- To coordinate the booking of community hire and lease, raising sales invoices and booking oversight across the site where required with Mitie.
- To liaise with the Hockey club and cricket club to ensure all matters pertaining to the loan agreement are carried out, with support from SLT.

Travel

- To be responsible for parking management on the site
- To coordinate and manage the usage of academy minibuses.

Working within financial guidelines

- To work in accordance with academy finance procedures
- Raise requisitions on the finance system for approval then place orders with suppliers as required
- Ensure that appropriate levels of stock for health and safety related items are maintained.
- To ensure all trust procurement procedures are followed, to ensure best value for money is ensured.

Minibuses

- To ensure Minibus assessments for staff are booked as required
- To check driving licences annually, in line with SPA policy
- To have oversight of ensuring the 12 weekly checks of the Minibuses are carried out and any actions arising are promptly and accordingly dealt with
- To have oversight of the booking of services and MOTs for the Minibuses, ensuring that any repairs/maintenance is promptly and accordingly dealt with
- To ensure the Minibuses are insured annually
- To ensure the Minibuses are clean for staff use

Security in liaison with Mitie staff/caretaking

- To maintain duplicate sets of keys for all rooms and equipment

Premises

- To work with specified contractors as required to ensure the buildings are well maintained and managed
- To work with the Academy Business Manager/Executive Principal on building and grounds development, supporting with tendering processes where required
- Have a strong understanding of the strengths and limitations of the PFI contract and ensure the site well maintained and managed.

Contract Management

- To be the first point of contact for the PFI contract, attending appropriate meetings and ensuring systems are in place for contract failings, including responsibilities for NADs and AVRs
- Ensure lifecycle works are carried out in accordance with the contract
- Ensuring change order works fall within the budget and receive the necessary approvals.
- To manage contracts, ensuring trust financial procedures are followed at all times

Other Duties

- Act as EVC for the Academy
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.
- The post holder's duties must at all times be carried out in compliance with the Academy's Equal Opportunities Policy and other policies designed to protect employees from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Co-operate with management of the Academy as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards employees. The post holder should also counteract such practice or behaviour by challenging or reporting it.

Generic Support Staff Requirements

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community.
- Adhere to the principles expressed in the aims of the Academy.
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- To contribute to the development of the academy attendance strategy.
- Be a positive, collaborative team member.
- Apply Academy policies in all aspects of the role.

Keep up to date with all aspects of the safeguarding children policy as it applies to the post.

Arrangements for Appraisal of Performance

- To be appraised in line with the Trust current Performance Management Policy by the Line Manager.

Review Arrangements

- The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the trust will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Signed by:

Postholder: **Date:**

Principal: **Date:**

| Attributes | Relevant criteria | How identified | Rank |
|------------------------------------|---|--|-------------------------------------|
| Relevant experience | <p>1.1-Experience of working under pressure to meet tight deadlines</p> <p>1.2-Previous School/ Academy experience</p> <p>1.3-Previous experience in premises management</p> <p>1.4-Previous experience of organising and implementing effective risk management strategies</p> <p>1.5-Previous experience of working with other organisations and contractors to ensure the school environment remains safe, with working practices that adhere to all legislation</p> | Application form/ Interview | <p>A</p> <p>A</p> <p>A</p> <p>A</p> |
| Education and Training attainments | <p>2.1-Good general education with appropriate grades in GCSE (or equivalent) Maths and English.</p> <p>2.2-NVQ 3 or equivalent qualifications, or able to demonstrate equivalent skills</p> <p>2.3- Qualification/training/experience in the health and safety field</p> <p>2.4-Hold or working towards IOSH completion</p> | Application form/ Selection process | <p>A</p> <p>A</p> <p>A</p> <p>B</p> |
| General and special knowledge | <p>3.1- Knowledge of effective risk assessment programmes</p> <p>3.2-Appreciation of the need to maintain the strictest confidentiality about all matters concerning school.</p> | <p>Application Form</p> <p>Selection Process</p> | <p>A</p> <p>A</p> |

| | | | |
|--|---|---|----------------------------|
| | <p>3.3-Knowledge of and commitment to Equal Opportunities issues.</p> <p>3.4-Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.</p> <p>3.5- Knowledge of the health and safety at work act 1974</p> | <p>Selection Process</p> <p>Interview</p> | <p>A</p> <p>A</p> |
| | <p>4.1-Ability to produce accurate work whilst working to deadlines</p> <p>4.2- Excellent communicating and interpersonal skills</p> <p>4.3- Ability to work on own initiative and part of a team</p> | <p>Selection Process/ Interview</p> | <p>A</p> <p>A</p> <p>A</p> |