



Recruitment Information and Job Pack

PREMISES MANAGER

Permanent

NJC Grade G (£32,029 - £35,934)

Closing Date: Monday 25 March 2019 at 10.00am

Interview Date: Tuesday 2 April 2019



Letter from the Principal

Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for you to join our College and work with highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. We are a hardworking, dedicated and supportive learning community.

The College is committed to recruiting the very best staff for our young people and as a result I have the pleasure of working alongside a fantastic team of both teachers and support staff. Staff at the College work hard and set high standards for our students and ourselves. Consequently, the College is a stimulating place to work and the professionalism of staff here ensures that the College is constantly moving forward.

We were very pleased with our most recent set of GCSE results in terms of attainment, where 66% of students achieved a pass in English and Mathematics which places us above the national average. Our Progress 8 score increased significantly and, having made changes to our curriculum model that will address this issue we are confident that these changes, alongside our renewed focus on the consistency of our teaching and learning, will result in further improvements to results in the years to come.

2018's Post-16 results were our best ever. Students and staff have achieved a fantastic 97% pass rate and an amazing 20% A*-A grades, with 70% of all grades being A-C. This is despite new courses making it more of a challenge for both students and staff. Most pleasingly, our value-added measure which shows the progress of students over their time with us was significantly above the national average, leading to almost 25% of our Post-16 students going on to Russell Group universities. I am absolutely delighted that the hard work and ability of our students has reaped such positive rewards for them.

If you are looking for a College which is completely focussed on ensuring consistently great teaching and learning, investing in your professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of why we are so proud of this dynamic College: www.exmouthcollege.devon.sch.uk

Having myself only joined Exmouth Community College in September 2017, I recognise that much time and thought goes into preparing an application which I thank you for in advance and we, in turn, will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

Yours faithfully



Andrew Davis
Principal



The School

Exmouth Community College is one of the largest secondary schools in the country with over 2,300 students currently enrolled (almost 400 of these in Post 16). The College, which converted to Academy status in April 2011, is set in a leafy split-site location.

Behaviour in lessons is generally good. Pupils told inspectors that there is little disruption in lessons and this was confirmed by the observations that inspectors made.
(Ofsted 2017)

The College's mission is to provide a positive, enjoyable and structured approach to learning, where success is rewarded and students' individual aptitudes are given the chance to develop. We are an inclusive school and we pride ourselves on catering for all abilities. We offer a safe, secure, non-threatening environment in which students develop consideration for others, self-discipline and positive relationships. We aim to provide a thorough education which prepares students for their future.

Pupils conduct themselves well, and so the school runs smoothly on a day-to-day basis. The school is calm and orderly, even when large numbers of pupils are moving around both sites and across the bridge in between.
(Ofsted 2017)

We believe that young people should be given the opportunity to develop the qualities we expect of good citizens. Our curriculum is broad and challenging; designed to stretch students of all abilities and to provide the widest range of opportunities. The curriculum includes, over and above the normal provision, enrichment, work based learning, Lead Learner and supportive elements; all of which combine to ensure that all students have an opportunity to develop their intellectual and practical skills.

Sixth-form students make strong progress on their courses because they are motivated to succeed and are well taught.
(Ofsted 2017)

Our catchment area extends northwards towards Exeter city boundary and eastwards to include Budleigh Salterton and many attractive rural villages. The College embraces working as part of the community and has strong local partnerships.



As an academy, we have more flexibility in the way we manage the College. The Exmouth Community College Trust is overseen by the Governing Board who are committed to delivering the best comprehensive education for the young people of Exmouth and the surrounding villages.

(Post 16) Teachers have good subject knowledge and well-developed strategies for helping students to make progress. As a result, students are challenged to think deeply about their learning in many subjects.
(Ofsted 2017)

In addition the College provides opportunities beyond the classroom in: sport, the arts, adventure, travel and more, everything from Rocket Clubs to the Ten Tors challenge and from Public Speaking to a range of visiting authors and speakers.

The school has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools.



Our Vision

Teachers are well motivated. They have welcomed the new Principal's recent initiatives to improve the quality of teaching. They are keen to share ideas and consider how they can accelerate pupils' progress.
(Ofsted 2017)

Our Vision is to create a stimulating, enjoyable and structured learning environment, where success is rewarded and all students and staff can thrive. We want students, staff, parents/carers and the entire Exmouth Community to be proud of their College; for students to make us their first choice for education and, for staff, their preferred place to work. In order to achieve this, we will;

- provide excellent teaching and learning from teachers and staff who relish the opportunity to work in our College, because they feel inspired, valued and supported to do the best they can for their students;
- offer a broad, inclusive curriculum which enriches students' education and provides them with the opportunity to discover, develop and achieve their potential, whether academic, sporting, cultural or aesthetic;
- prepare all students for the next stage of their life;
- provide a safe, secure, environment in which students develop consideration for others, self-discipline and positive relationships;
- strive continuously to establish the best possible site and resources;
- engage with parents and carers, using effective communication channels to ensure that they are well informed, able to support their child's education and have the means to raise any concerns they may have;
- build and maintain links with the wider community to enable them to support the College across a range of activities.

The leaders of the sixth form demonstrate a genuine passion for the success of all students, no matter what their starting points.
(Ofsted 2017)

The Area

Exmouth is a town of 40,000+ inhabitants situated at the mouth of the River Exe. As with so much of the South West, employment in Exmouth is largely in the service sector and the College is by far the largest employer in the town. Employers also include primary schools, Exmouth Hospital and a thriving retail and tourist trade.

Exmouth is a very pleasant place to live. It is situated at the start of the Jurassic Coastline which has been officially ranked alongside the Great Barrier Reef and the Grand Canyon as one of the natural wonders of the world. East Devon is an area of outstanding natural beauty.



The town has a marina and the two mile beach front offers a variety of water sports. An indoor tennis centre is attached to the College campus and is used on a daily basis by both the College and the public. Exmouth also has other excellent sporting facilities including a large Sports Centre with two heated pools, fitness suites, squash and badminton courts. The town has a wide range of hotels and restaurants, a number of pubs and night clubs as well as shopping facilities.

On the outskirts of Exmouth is Woodbury Common. It is a huge and beautiful moorland, ideal for walking, riding, mountain biking and picnics. The common is also the home of Woodbury Golf and Country Club offering two golf courses, one to championship standard. Exeter, the capital city of Devon, is just 10 miles from Exmouth and offers a wealth of shopping, sporting, cultural and historic attractions.

Teachers have positive relationships with their classes and have high expectations of behaviour. Most pupils respect their teachers, and so interruptions to learning are rare.
(Ofsted 2017)

Job Description

Title:	Premises Manager
Type of Appointment:	Permanent
Start Date:	ASAP
Grade:	NJC Grade G
Salary:	£32,029 - £35,934 per annum You will hold second on-call responsibility for which call out rates are applicable
Hours:	37 hours per week x 52 weeks of the year Monday – Thursday 9.00am – 4.00pm and Friday 8.00am – 3.30pm Some flexibility is required in order to attend essential meetings after 4.00pm
Reporting to:	Director of Finance and Resources
Responsibility for:	Approximately 7 members of the Premises team.

Purpose of the Job

We are seeking to appoint an exceptional Premises Manager who will ensure that the College site and buildings are managed to the highest standard. This role is not for the faint hearted as you will take the lead responsibility for producing, managing and delivering the three-year site maintenance programme, overseeing the annual maintenance programme and you will be expected to manage all building development projects on time and within budget.

It is key that you have an excellent understanding of managing day-to-day premises maintenance programmes and the health and safety issues of a large and complex site. In addition, you must manage the daily conflicting demands upon the Premises Team, ensuring that they meet deadlines and deliver a quality service to the highest standards.

You will assist the Director of Finance and Resources on large revenue and capital budgets as required. You will need to have experience in managing and developing teams, have exceptional time management and organisational skills, an eye for detail and the ability to manage conflicting priorities. Experience in grant funding would be very advantageous.

Holidays, with the exception of two weeks per annum, are expected to be taken during the College holidays. The post holder will be responsible for emergency evacuations and security on site, and therefore will be expected to be on call on a rota basis.

Key Responsibilities

- Take a lead role in ensuring that the whole College site and buildings are maintained and operate to the highest possible standard of provision.
- Take a lead role in co-ordination, reporting and advising on all aspects of Health and Safety and compliance with all statutory requirements, ensuring a safe environment at all times.
- Monitor and report on the performance of all contractors and high standards of workmanship as per agreed specifications.
- With support from the Director of Finance and Resources, take a lead role in producing and managing the three year planned building maintenance programme.
- Management of the Premises Team. Be responsible for the recruitment and retention of staff within the premises team.

General

- Have significant input into the Building Development plan by pro-actively monitoring the current condition of the facilities and maintaining the Business Critical maintenance backlog details.
- Management of all capital projects on site from inception through to completion. Organise the site in preparation for large works
- Recommend and support development to accommodation due to changing service provision based on future needs, legislation and the introduction of new technologies.
- Responsibility for the day-to-day site operational support functions of the College, ensuring facilities are fully operational, fit for purpose and compliant with Health and Safety legislation.
- Robustly manage the annual maintenance schedule.
- Develop and manage the Revenue Funded building projects to minimise disruption to the operation of the College within agreed specification, cost and timeframe.
- Management of the Capital funded projects.
- Manage outsourced facilities contracts, to include negotiation of delegated contracts for ongoing and new or changed service provision.
- Act as Line Manager for the Premises Team, to include supervision, recruitment, training, appraisals, succession planning and leading team meetings.
- Contribute at staff briefings, Senior Leadership meetings, Governors meetings and any other meetings as requested and prepare necessary documentation for such meetings.
- Act as a technical expert on facilities matters and coaching/mentoring staff to carry out delegated day-to-day functions.
- Update the Premises Policies.
- Communicate with staff and neighbours of the College.

Whole College Site

- Responsibility for the efficient electronic operation, maintenance and repair of electrical and mechanical systems of the College e.g. energy, lighting, air conditioning units, boiler management system, lifts, surveillance systems and access control systems.
- Ensure that security and fire safety systems and equipment are in sound working order at all times and records of regular testing are kept.
- Ensure all pro-active and re-active maintenance work is carried out and that service records are maintained, with minimal disruption to teaching and learning.
- Organise and manage a programme of routine maintenance, redecoration and servicing of plant etc.
- Seek and evaluate tenders.
- Responsibility for the outstanding defect reporting within the College.
- Ensure the College is open and staffed by the Premises Team for all school activities and agreed lettings.

- Prepare plans for preventative and planned maintenance of all College buildings and grounds.
- Write detailed specifications for refurbishment programmes based upon Devon County Council specifications.
- Review all annual property contracts on a rolling programme to ensure value for money and compliance.
- Manage and review the utilities service contracts.
- Ensure that all contracts meet the safeguarding requirements of the College.
- Ensure the responsible postholders complete the following tasks through quality assurance checks:
 - Actively maintain the key register and distribution of the keys effectively.
 - Manage the running of the premises helpdesk, passing all requests and issues to the appropriate member of staff or an external contractor is called where appropriate.
 - Maintain up to date and complete compliance files.
 - Undertake internal inspections.
- Plan a fair and equitable on-call rota.
- Facilitate office and accommodation moves.
- Process Premises related insurance claims, consulting with the Director of Finance and Resources and Deputy Principal.
- Oversee supplier management of the cleaning contract.
- Review, update and manage the Annual Maintenance Plan for the Premises Team.
- Review and update the contractor's induction pack.
- Assist the Director of Finance and Resources to project manage all Capital schemes and building developments, depending on complexity with or without agents.
- Monitor the works of all contractors.
- Manage the BMS system.
- Responsible for programming of the school bells.

Health and Safety

- Management responsibility for all premises related health and safety across the campus, to include reviews and reports to the Governing Board and ensuring that periodic safety surveys are undertaken in compliance with current legislation.
- Manage all day-to-day health and safety matters for the Premises Team including training for staff as appropriate, working with the Health and Safety Advisor as necessary to maintain full health and safety compliance at all times.
- Ensure all contractors observe the correct health and safety practices on site and to ensure safeguarding criteria is met before contractors are allowed on site, including the collation of UK cleared DBS information in collaboration with the HR Department.
- Responsible for the control of Legionella, managing hazardous substances and the disposal of chemicals, e.g. asbestos, testing of the fire alarms, fire doors, emergency lighting and security on site to include CCTV and the alarm system.
- Ensure fire alarms systems, testing, maintenance and fire marshal training are effectively undertaken.
- Maintain risk assessments related to premises and their use, monitoring their effectiveness. Ensure all actions outlined in the risk assessments are undertaken in a timely manner.
- Provision of regular reports to the Governors Premises Committee advising on action tracker reports following on from inspections.
- Ensure the annual fire risk assessment is carried out
- Prepare PEEPS for staff/students with disabilities.
- Develop a sound facilities safety management system.
- Responsibility for maintaining the Asbestos register and ensuring compliance on site. Ensure all Premises related policies are compliant with up to date Health and safety legislation.

Incident Management, Disaster Recovery and School Closure

- Support, liaise and manage incidents in conjunction with relevant staff minimising disruption to the College operation whilst safeguarding welfare.
- Regularly review and update the emergency evacuation plan and individual room evacuation notices.
- Manage and organise practice emergency scenarios with the Deputy Principal.

Security

- Ensure the College has appropriate levels of security.
- Responsibility for updating the Security Policy.
- Responsible for correct management of surveillance systems in line with legislative requirements and GDPR compliance.

Financial

- Assist the Director of Finance and Resources with the preparation of budget and provide forecasts for areas of delegated responsibility.
- Manage the Premises budget spend to meet agreed financial targets.
- Undertake contract negotiations on behalf of the College as delegated by the Director of Finance and Resources.
- Be responsible for delegated budgets; raising orders; obtaining competitive quotes; with support from the Director of Finance and Resources, monitoring the premises budgets and report on the performance of budgets on a monthly basis.

Environment Control

- Prepare and maintain a College sustainability plan, ensuring the management of waste disposal and recycling processes, energy efficiency and other sustainability initiatives that promote the reduction in costs and carbon footprint.
- Negotiate and liaise with external agencies regarding removal of waste materials.
- Carry out cleaning audits as required.

Transport

- Ensure that the College's van is up to date with MOT and Tax requirements and that safety checks of the College vehicles are undertaken by the Premises Team

Any other duties commensurate with the grading of the post.

The management duties and responsibilities will be reviewed at least once a year, together with the job description and may be subject to modification after consultation with the post holder.

Working Conditions

- The majority of the time is based indoors in a normal office environment.
- When checking buildings, meeting contractors etc., work may be based outdoors so there is exposure to weather conditions.

Physical Demands

- Light – Involves walking or standing to a significant degree, exerting negligible amount of force to move objects.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications			
GCSE English and Maths at Grade B / Level 2 qualification and A Levels / Level 3 qualification , or equivalent training / experience	✓		Application, Certificates.
Degree / Level 5 qualification or equivalent training / experience		✓	
Facilities Management qualification or equivalent training / experience	✓		
Evidence of relevant Continuing Professional Development	✓		
Health & Safety qualification		✓	
Trade qualification (e.g. carpentry, electrician, etc.)		✓	
Project management PRINCE 2		✓	
Full, clean driving license	✓		
Experience			
Extensive experience of working effectively within a relevant discipline, e.g. facilities, building maintenance, engineering, surveying, project management	✓		Application, Interview, Assessment/ Observation, Reference.
Site maintenance/improvement at an operational level		✓	
Managing and delivering large building (over £1 million) projects, including supplier and contractor relationships	✓		
Successful line management experience, demonstrating competence in leading and managing the work of teams and undertaking the performance management process	✓		
Monitoring budgets and undertaking procurement	✓		
Working within a large organisation or a school environment		✓	
Skills and Knowledge			
Knowledge of building and CDM regulations	✓		Application, Interview, Assessment/ Observation, Reference.
Knowledge of Health and Safety regulations and legislation, including the basic principles of designing and undertaking risk assessments	✓		
Good working knowledge of a range of plant and equipment	✓		
Knowledge of statutory requirements, best practice guidelines and quality standards relevant to Property/Facilities management and cleaning and maintenance	✓		
Knowledge of COSHH, IOSH and NEBOSH regulations		✓	
Ability to adopt a variety of leadership and management styles	✓		
Organised, resilient and flexible	✓		
Ability to work effectively, maintain standards and accuracy, prioritise workload and meet deadlines and complex demands whilst under pressure	✓		
Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach	✓		
Ability to work actively, productively and flexibly as part of a team	✓		
Excellent written skills and ability to communicate clearly with people at all levels in a professional and sensitive manner	✓		
Confident user of ICT, including Microsoft Office packages	✓		
Awareness and understanding of data protection and confidentiality	✓		
Good negotiation skills	✓		
Excellent organisational and time management skills	✓		

Personal Qualities			
Ability to relate well to children, young people and adults	✓		Application, Interview, Assessment/ Observation, Reference.
Proactively generate positive working relationships and inspire, support and energise others to achieve a common purpose, excellent leadership and motivational skills	✓		
Adaptable, flexible and creative	✓		
Enthusiastic and motivated, positive attitude	✓		
Problem solver, analytic and strategic thinker	✓		
Ability to work under pressure	✓		

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Understand and recognise the principles of equality and diversity
- Commit to the safeguarding and welfare of all students
- Commit to regular and on-going professional development
- Commit to high standards
- Demonstrate and promote good practice in line with the ethos of the College

Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

To Apply

Please complete the Non-Teaching application form available from the College website.

Your completed application form should be submitted before 10am on the closing date.

Email to: recruitment@exmouthcollege.devon.sch.uk

Or post to: Human Resources
Exmouth Community College
Gipsy Lane
Exmouth
Devon
EX8 3AF

Questions?

For further information about this post please contact Amanda Day:

Email: amanda.day@exmouthcollege.devon.sch.uk

Phone: 01395 255687



Exmouth Community College

Gipsy Lane, Exmouth, Devon EX8 3AF

Principal: A J Davis BSc(Hons)

Recruitment Enquiries

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General Enquiries

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