



Ark Greenwich Free School

Premises Manager: Advert

The Ark Greenwich Free School are looking for an experienced, highly motivated, organised and enthusiastic Premises Manager to join a school dedicated to providing the best learning environment for the school community.

Ark Greenwich Free School

Described as “*among the highest performing schools in the country*” (**Evening Standard**), Ark Greenwich Free School exists to empower young people, regardless of socio-economic background, to grow and be successful. We provide the very best all-round education and nurture a range of talents and skills including through our successful performing and expressive arts programme. Our pupils possess huge musical potential and we are eagerly anticipating the right candidate to unlock this and bring music to the forefront of our school. We are proud of our highly respectful and disciplined community and of the outstanding academic outcomes achieved by our pupils. Expectations for all members of our community are unashamedly sky high. This is an ambitious and forward-thinking school that encourages innovation and values its staff. We work tirelessly to impact the lives of the young people we serve.

How is Ark Greenwich different to other schools?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We provide breakfast for staff each morning and have a 6pm/weekend work related communication curfew to ensure our staff can maintain an effective work/life balance.
- This is a small school model (600 students aged 11-16) because we believe that our close-knit community provides the optimum conditions for success.
- Behaviour for learning is exceptional so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- We have 60 mins of high quality staff training every week and run coaching for staff.
- Our students enjoy a compulsory co-curricular program on a Wednesday afternoon which includes a strong focus on community volunteering and we facilitate 12 drop down days per academic year ensuring our students benefit from a range of life enriching experiences which all staff are involved in.
- This is a strict no excuses, no mobile phone school.

About Ark Schools

Ark is a network of high-achieving, non-selective schools and one of the country's top-performing academy groups. We run 38 academies in London, Birmingham, Hastings, London and Portsmouth educating more than 20,000 pupils. 83% of Ark academies are now rated as good or outstanding by Ofsted.

Our aim is to create outstanding schools that give every pupil, regardless of their background, the opportunity to go to university or pursue the career of their choice.

The Role:

This role will contribute to developing Ark Greenwich Free School into an outstanding secondary school by providing a comprehensive range of Premises and Facilities management support. As Premises Manager, you will lead the team responsible for ensuring the Academy is a safe, inviting and positive learning environment for students, staff and visitors. You will also guide the school to run as efficiently as possible following good sustainable principles.

You will be responsible for the management and operation of premises-related functions at the academy including buildings and grounds maintenance, security, cleaning, health and safety, the letting of our facilities and contractors.

The post-holder is required to contribute to high standards and support the overall vision, aims and ethos of the school.

To find out more about Ark Greenwich Free School, please visit our website via www.arkgreenwichfreeschool.org

Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.

Premises Manager: Job Description

Job title:	Premises Manager
Reports to:	Operations Manager
Responsible for:	Providing high quality Premises service to the school
Start Date:	April 2020
Grade:	Ark Support Scale 8: Pay Points 19 - 29 (£29,271 - £34,986 dependant on skills and experience)
Term of contract:	Full time
Hours of work:	36 hours per week, 52 weeks per year

Job Purpose

The post-holder will contribute to developing Greenwich Free School into an outstanding secondary school by providing a comprehensive range of Premises and Facilities management support. As Premises Manager, you will lead the team responsible for ensuring the Academy is a safe, inviting and positive learning environment for students, staff and visitors. You will also guide the school to run as efficiently as possible following good sustainable principles.

You will be responsible for the management and operation of premises-related functions at the academy including buildings and grounds maintenance, security, cleaning, health and safety, lettings of our facilities and contractors.

The post-holder is required to contribute to high standards and support the overall vision, aims and ethos of the school.

Objectives:

As a Senior Officer within the Operations team, the Post-holder is required to display a calm, helpful and efficient disposition with a solutions focused approach and a can-do attitude, whilst promoting a professional image at all times and will:

- Support the Operations Manager to provide a high-quality Premises support to the school;
- Oversee the Premises staff, ensuring school is safe, warm/cool, and clean for students and staff at all times;
- Oversee contracts/contractors to ensure compliance and value for money
- Act as 'Competent Person' for Health & safety

Principal Accountabilities:

A Management Responsibilities

B Oversight of Premises

C Health and Safety

Management responsibilities

1. Comply with the requirements of the Health and Safety at Work Regulations and take reasonable care for the health & safety for everyone onsite
2. Manage the Premises Team (including cleaning and lettings staff), to ensure that there is always sufficient staff on site to provide for the day-to-day requirements and respond to any premises matters arising. Manage out of hours cover, investigate and respond to emergency call-outs as needed.
3. Responsible for efficiency of all maintenance contracts and utility provision;
4. Key Holder and Officer in charge of site security, locking up school on a rota basis;
5. Maintain excellent electronic records;
6. Proactively research updates and relevant changes to legislation and good practice and advise Operations Manager of actions arising;
7. To be an alarms contact person responsible for back-up/support and helping with out of hours problems, alarms etc.

Oversight of Premises

1. Monitor and prioritise tasks list and monitor the progress/completion of tasks, ensuring all maintenance requests are logged on the Every system and carried out in a professional and timely manner;
2. Liaise with companies/contractors for all maintenance contracts, ensuring efficiency, value for money and safe working practices are in place, including operating a permit to work system ensuring all safeguarding requirements are met;
3. Approve and monitor daily maintenance and repairs across whole school site e.g. lifts, kitchen equipment etc;
4. Ensure all statutory checks are carried out and logged onto the Every system;
5. Ensure all contracts are managed through the Every system;
6. Ensure asset management records are accurately maintained;
7. Co-ordinate and assist with relocation of furniture across offices/classrooms (some manual handling required);
8. Co-ordinate the set-up of furniture for whole school events/parents evenings etc. in collaboration with the site supervisor;
9. Ensure that risk assessments and management plans are up to date and implement any action plans to rectify any deficiencies identified;
10. Attend internal and external meetings as determined by the Operations Manager;
11. As part of the Premises team, carry out minor repairs, such as changing light fittings, repairing minor damage to internal fixtures as appropriate and unblocking drains;
12. Manage and oversee monitoring of school site e.g. refuse, heating and lighting systems on daily rounds, turning heating and lighting on and off when appropriate and picking up rubbish;
13. Undertake a weekly site walk with the Site Supervisor to record issues and plan resolutions;
14. Act as contact person for emergency services when required;
15. Car park Manager (permits and compliance).

Security:

1. Act as Manager in charge of site security;
2. Ensure site is secure and monitor site walks, addressing and resolving issues arising in a timely manner;
3. Ensure all alarms are serviced and in good working order;
4. Investigate any security concerns and refer or resolve;
5. Access management –maintain fob access around school;
6. Act as Responsible Officer for keys, ensuring SLT/ appointed key-holders have full instructions for Lock –up;
7. Undertake unlocking/locking of school premises on a rota-basis, including occasional weekends and school holidays (e.g. GCSE exam time etc. – time off in lieu of hours worked will be mutually agreed with your Line Manager).

Fire and Evacuation:

1. Act as Chief Fire Marshall;
2. Ensure procedures and plans are accurate and up-to-date;
3. Ensure equipment is maintained;
4. Ensure signage around the school is accurate, current and H&S compliant;
5. Plan annual fire training and fire marshall training and maintain accurate records;
6. Undertake weekly fire alarm tests with premises staff, to ensure safety and maintain records;
7. Undertake fire drills, ensuring fire marshall roles are fulfilled and any problems resolved;
8. To ensure Lockdown procedures are up to date, circulated and regular drills are carried out.

Cleaning:

1. Ensure contract is delivered and contractors/staff carry out their duties to the standards required, following through where necessary;
2. Ensure termly /annual deep clean/high clean is planned and carried out during holidays;
3. Oversee communication with the cleaning contractor GS Plus, feeding back promptly to resolve issues quickly;
4. Oversee and monitor quality of cleaning;
5. Direct premises staff where necessary for daily emergencies/cleaning requirements.

Catering:

1. Act as School liaison manager with the kitchen manager, meeting and communicating via email to ensure kitchen operates smoothly and efficiently, resolving issues in a timely manner;
2. Feedback any staff concerns to Catering company e.g. portion size, menu choice, etc.;
3. Plan ahead and liaise with the kitchen manager to ensure catering is in place for staff inset days and events.

Lettings

1. Liaise with Lettings Agent on potential and existing bookings,
2. Oversee all lettings, ensuring that appropriate induction for hirers is carried out including fire evacuation procedures, to ensure safe and efficient use of the site, resolving issues as they arise. To report any abuse of the letting system to the Lettings Agent and Operations Manager.
3. Ensure that the facilities being hired are prepared and set out for hire in accordance with the hire agreement and that the area is clear and clean ready for Academy use afterwards.
4. Ensure there is a Duty Manager on site for the letting who is appropriately trained.

Project Management

1. To oversee and coordinate building and improvement projects ensuring all relevant processes are carried out including liaison with Ark Central, Finance and other key stakeholders

Other Responsibilities:

1. Ensure compliance with safeguarding policies, taking a proactive approach to all elements reflected within your job description;
2. Act as Academy First-Aider undertaking all relevant training;
3. Assist with students meals set-up and biometric records;
4. Represent the department where required – e.g. new student/staff induction days;
5. Support with the co-ordination of whole school events and attend where required;
6. Attend all meeting as required by the Operations Manager;

Equalities

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to a member of SLT.

Criminal Records Bureau

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS Records Bureau as part of AGFS's pre-employment checks.

Problems and Decisions

Decisions affecting pupils, the school or the staff must be referred to your Line Manager or the Headteacher.

Professional Development

All staff are required to participate in training and other learning activities, and performance management, outlined in the schools' policies, procedures and practices.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	Good general standard of education to 'A' level / NVQ level 3 standard or equivalent or substantial successful experience in a similar role Accredited H&S Competent Person , or working towards NEBOSH certificate/Diploma	Evidence of basic practical competencies : plumbing, electrics, carpentry, low-level handy-man skills
Previous Work Experience	Experience of working successfully in a demanding environment Experience of working within Premises Teams at an operational level Experience of working effectively in an environment where attention to detail is critical	Experience of working in a school setting. Application of Premises related skills in a school situation. Ability and experience of manual handling tasks/low level repairs etc.
Professional Skills & Experience	Ability to use IT effectively – in particular: <ul style="list-style-type: none">• Basic Project management• Excel – trackers and charts	

	<ul style="list-style-type: none"> • Word – high levels of competency for communication/e-mails etc. <p>Ability to work quickly and safely without compromising accuracy.</p> <p>Excellent communication skills, both verbally and written</p> <p>Proven ability to plan and prioritise work to cope with competing demands</p> <p>Ability to work effectively even when under pressure</p> <p>Detail orientated, with the ability to operate procedures and processes methodically and systematically and follow through to completion</p> <p>Able to take instruction and also work independently on own initiative</p> <p>Willingness to assist site team with practical jobs (e.g. moving tables/setting up rooms)</p>	
People Management Skills	<p>Excellent interpersonal / communication skills with individuals from a range of contexts</p> <p>Evidence of ability to build good working relationships</p> <p>Friendly and open to requests and improvements.</p> <p>Ability to step in and step up, as required</p> <p>Solutions focused and can-do approach to challenges</p>	
Other Personal Qualities	<p>Reliable and conscientious</p> <p>Ability to work to and meet deadlines</p> <p>Able to work within existing systems and procedures</p> <p>Calm, efficient, flexible and adaptable.</p> <p>Clear understanding of, and commitment to, confidentiality.</p> <p>Commitment to uphold all School Policies</p> <p>Ability to sense- check outputs</p> <p>Supportive nature to Line Manager and colleagues</p>	Sense of humour!

GFS: Vision and Values

The school's founding vision is:

“To ensure every pupil succeeds, regardless of background or previous attainment, by providing outstanding teaching and pastoral care.”

From the school's vision come the three underpinning values that are communicated to staff, parents and pupils. These values underpin all aspects of school operations:

Growth: The conviction that improvement is always possible and the determination to continuously develop

Fellowship: The knowledge that the interests of others are as important as my own and the commitment to act as a positive member of the community

Scholarship: The recognition that the acquisition of knowledge and skills is intrinsically valuable and the diligence to pursue mastery of them

Founding mission for the school

In order to deliver the school's vision and values, the Greenwich Free School promises its pupils:

1. Aspiration: GFS will support and challenge pupils to aim high and fulfil those ambitions because we believe every pupil can succeed.

2. Excitement: GFS will create an exciting school environment where pupils are passionate about the content they're learning and expertise they're acquiring.

3. Challenge: So pupils can make a valuable contribution to society, GFS will provide a stretching curriculum that will help them acquire the canon of knowledge they need and fluently apply it to demonstrate real expertise in each subject discipline.

4. Expertise: GFS will prioritise providing excellent teaching and model pedagogy. It will be a great place to work because teachers will be supported to develop their own practice so they are more effective than they would have been elsewhere. This will help pupils make more progress than they would at any other Greenwich school.

5. Enrichment: Beyond the core curriculum, GFS will provide a rich and varied enrichment programme to help each pupil develop as a rounded, skilled individual and develop passions.

6. Community: GFS will create a community of which its pupils feel a part – that they care about, and that cares about them.

7. Discipline: GFS will provide a calm, secure and stimulating environment of which pupils can be proud and where they feel safe.

8. Leadership: GFS will provide opportunities for pupils to lead and work as part of a team.

Additional General Information

Expectations of all staff at the Greenwich Free School

Every member of staff at the Greenwich Free School will pledge to:

1. Uphold the school's vision, which means...

- You will be totally aligned to the school's vision, core purpose, aims and ethos, as laid out in the GFS School Strategy.
- You will have the moral courage to challenge any behaviour that runs contrary to the school's vision and ethos.
- You will demonstrate your belief in the potential of all pupils to succeed if given outstanding teaching and pastoral care.
- You will work hard and do everything you can to contribute to the Greenwich Free School delivering the highest-possible level of education.
- You will proactively uphold all school policies and procedures with consistency and care, maintaining a 'high expectations' and 'no excuses' approach to pupil (and colleague) attitude, work and discipline.

2. Model positive behaviour at all times, which means...

- You will, at all times, act as a role model for pupils with regard to your attitude, behaviour, dress, honesty, integrity, courage, language and diligence.
- You will behave courteously, respectfully and professionally at all times, maintaining appropriate boundaries with pupils, parents and other staff.
- You won't reveal any confidential information to anyone except colleagues who 'need to know.'
- You will ensure that GFS is a non-smoking, gum-free and litter-free zone.

3. Take responsibility for doing everything you can to enhance our offer to pupils, which means...

- You will proactively look for opportunities to develop pupils' emotional wellbeing as well as nurturing their academic potential – avoiding complacency at all costs and actively pursuing an entrepreneurial approach to developing the school.
- You will endeavour to get to know the School's pupils as individuals and take an interest in their lives beyond school through regular informal conversations, eating lunch with them and accompanying them on school trips and visits.
- You will welcome and encourage communication and partnership with parents and carers, ideally returning calls and emails on the day of receipt and certainly within two school days.
- You will support school events whenever possible, such as parents' evenings and award ceremonies.
- You will maintain excellent attendance and punctuality
- You won't engage in any behaviour inside or outside school that could bring GFS into disrepute. This has implications for use of social networking sites, engagement in additional employment and recreational behaviour.

4. Be organised, and help the school be organised, which means...

- You will read staff notices at the start of every day
- You will monitor the school calendar and weekly bulletins, to ensure you are aware of upcoming or recurring events.
- You will learn how to make use of the school's management information system and take responsibility for maintaining and making effective use of the data it contains.

5. Dress professionally, which means...

- You will dress smartly and professionally in formal business attire. This includes jacket and tie for men, and the female equivalent must also include a jacket. You will not wear jeans, flip-flops, trainers, leggings (except for sport) or revealing clothes.
- You will hide any tattoos from view and limit visible body piercing to one earring in each ear.
- You will exude professionalism in your attire to colleagues and students.