



KING EDWARD VI GRAMMAR SCHOOL

HOLISTIC, ACADEMIC, EDUCATION

JOB TITLE: PREMISES & COMPLIANCE MANAGER	
GRADE: KE8 – KE10 (£28,816 - £33,213)	HOURS/WEEKS: 37 hours per week/52 weeks
REPORTS TO: Facilities Manager and Finance Director	

We are looking for a Premises Manager to manage the Premises Team responsible for the upkeep, compliance, maintenance, health and safety and facilities management of the School site and grounds.

The successful candidate must be able to function well as part of a team, have excellent communication and customer service and support skills along with a 'can-do' attitude. They will need to be organised and have the ability to work under pressure and to deadlines, showing initiative and acting proactively when required.

Line Management of the Site Team (Caretakers and Assistant Caretakers).

How to Apply:

Please send a completed application form (available from our website <https://www.kevigs.org/vacancies>) to: recruitment@kevigs.lincs.sch.uk

Please note that we do not accept CVs.

The closing date for applications is 5pm on Tuesday 12th September 2023.

We are committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure & Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

MAIN DUTIES AND RESPONSIBILITIES:

This important role in the academy requires attention to detail to ensure that all aspects of building and site management and related health & safety are addressed whilst providing a customer-focused service role to provide timely support to staff, pupils and building users. Developing a positive working relationship with the Site team, cleaners, staff, SLT is a key component of this varied, challenging, yet very rewarding role.

To lead and manage the facilities services ensuring compliance, safety, and a high standard in all areas to all key stakeholders - Parents, Staff and Pupils.

Facilities Management

- Continuous review of services and contracts always achieving best value and service.
- To undertake all academy responsibilities with regard to the Academy Premises and Grounds as detailed in the Good Estate Management for Schools

Headmaster James Lascelles

King Edward VI Education Trust, Edward Street, Louth, Lincolnshire, LN11 9LL Chair of Trustees: Mr Rob Maltman

Tel: (01507) 600456 Fax: (01507) 600316 Email: lisa.underdown@kevigs.lincs.sch.uk www.kevigs.org

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- To plan and manage Site minor works and Capital projects;
 - To be responsible for regular, pro-active maintenance checks and initiating follow up actions as appropriate. Ensuring the repairs and maintenance budget is prioritised and spent appropriately.
 - Management of contractors on site in accordance with school safeguarding policies.
 - Manage all areas of Compliance in relation to buildings, equipment and facilities, negotiating appropriate contracts and ensuring records and certificates are kept of all compliance work.
 - Build good relationships with a chosen core of contractors who will form the backbone of an efficient and timely external repair and maintenance team
 - To be responsible for checking and managing data relating to contractor compliance with school requirements i.e. DBS Checks, safeguarding policies, up to date Public liability insurance etc.
 - To co-ordinate and arrange the school's insurance for all aspects of the school e.g. site, vehicles, public liability etc; ensure quotations are obtained for claims and overseeing insurance claims submitted. Liaison with staff and students as necessary.
 - Budget holder for Premises and Grounds; regular budget monitoring ensuring expenditure is value for money and adherence with the School Finance policy, Tender Policy and Academy Trust Handbook
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- Monitoring the maintenance of the utility infrastructure and continuity of all utility supplies; electricity, sewerage; heating oil, water, waste with a view to maximising efficiency and minimising costs etc. Negotiation of utility contracts and monitoring of invoicing.

Site

- Lead and manage the team to ensure the site has on call coverage and/or response at all times
- To ensure that the premises are unlocked and locked daily at the times agreed by the Site Team
- Termly inspections of the condition of the academy buildings and academy grounds, addressing any issues promptly
- To ensure the Grounds are well maintained and tidy, free from debris; including ensuring a triennial tree survey is undertaken and actions undertaken.
- To ensure that all fences and borders are secure and undamaged
- Ensuring the security of all academy buildings and property, the proper operation of the Academy's various CCTV systems and access control ensuring compliance with regulations
- Monitoring the effectiveness of Site and Cleaning team
- Supervise the team and allocate work on a day-to-day basis
- To oversee 24-hour responsibility for site security
- To manage compliance of all site vehicles (Insurances, Mot, Tax & Inspections), and dealing with any claims relating to accidents etc. Ensuring appropriate records; driver documentation compliance is in place to fulfill insurance purposes etc

Human Resource Management

- Management of the Site and Assistant caretaking teams.
- To ensure that the Site and Assistant caretaking teams have the skills and resources required for the successful completion of their roles
- To direct, manage and motivate Site and Assistant caretaking teams and to have a direct hands-on involvement as well as a managerial role
- To maintain a good working atmosphere and team spirit by motivating, instructing and delegating responsibilities to staff.

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- Undertake annual appraisals and making recommendations on promotions, salary and other awards.
- To liaise with the Business Manager on the development of the staff

Health and Safety

- Effective management of Health and Safety throughout the Academy to ensure compliance with the Health and Safety at Work Act and the Academy's Health and Safety policy and procedures for the safety of all pupils, staff, contractors and visitors to the Academy
- Ensure all staff receiving appropriate Health and Safety training and have the necessary qualifications to perform their roles
- Maintaining, managing and reviewing all the Academy's H & S systems, risk assessments, and Safe Working procedures
- To maintain all Health and Safety records (e.g. certificates of electrical safety, engineering inspections, asbestos registers etc)
- Monitoring of accident reports, obtaining incident reports, undertaking investigations and reporting as required to insurers
- Monitoring weekly and termly health and safety checks (e.g. fire drills, fire call point test, legionella etc)
- To ensure the fire evacuation policy is up to date and that all staff are aware of the procedures

Attending the Health and Safety Committee

Lettings

- To ensure that the buildings and equipment are available for groups hiring the school buildings
- To ensure the buildings are supervised and security is maintained throughout the lettings
- To ensure any damage reported is dealt with in a timely manner and cost incurred reported to the Business Manager

Other responsibilities

- Plan, oversee and undertake duties in the area of work concerned providing a specialist service to required standards
- Work expertly and safely with a range of equipment, materials, and substances, including, where necessary, vehicles and powered plant
- Complete related documentation, financial and stock control
- Liaise with customers, service users, contractors and/or statutory authorities and members of the public, providing advice, direction and information and promoting customer care
- Undertake planning and organisation of short-term activities to ensure completion of work to required standards and within pre-determined timescales
- Identify faults/problems and recommend straightforward, practical solutions
- Undertake appropriate training to develop increased expertise in the area of work
- Take responsibility and action for identifying areas of improvement with range of operation, including risk awareness

KNOWLEDGE AND SKILLS

Essential

- GCSE (or equivalent) at Grade C or better in Maths and English
- A working knowledge of H&S processes/procedures, COSHH, risk assessment, DDA, managing budgets and site projects

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- H & S qualification e.g. IOSH & NEBOSH (would be advantageous but training will be given)
- Competent user of Microsoft Office software and an aptitude for working with a range of IT packages and databases
- Experience of dealing with difficult situations where the need for diplomacy, assertiveness and initiative is required
- Practical hands-on experience/knowledge will be an asset in applying creativity to resolve issues/breakdowns across the school estate whilst ensuring best value
- Ability to demonstrate and use initiative and foresight.
- Creative thinker and problem solver
- Ability to think creatively and strategically are an essential part of the role
- Good standard of written English
- Good inter-personal skills and confident to deal with contractors.
- Very good organisational skills and the ability to work under pressure
- Ability to identify and deliver excellent customer service
- Ability to present appropriate image of the school to external parties
- Practical mindset and multiskilled
- Ability to prioritise tasks and schedule workload
- Experience of changing and implementing new processes/systems
- Ability to work flexibly as part of a team
- Experience of staff line management
- Flexible attitude

Desirable

- Knowledge of working in an education environment or similar
- Any building trade - joinery, electrical, plumbing

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