

Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

Premises Manager

Vacancy Information booklet



Premises Manager at Bedford High School

We are looking to appoint an effective and experienced Premises Manager who will be responsible for ensuring that the school site is well maintained, safe and secure for all users of our school. The Site Manager will ensure high standards of site supervision and effective use of resources to enhance the learning environment for students and staff.

The successful candidate will be responsible for the planning, development and provision of effective and efficient management and security of the school providing strategic and operational support.

You will lead on the site maintenance, meeting all statutory regulations. You will be working across the site, managing a team of caretakers and have extensive knowledge in the management of buildings. You will have the appropriate practical and managerial skills required for the maintenance of buildings.

We are looking for a colleague who is enthusiastic, caring, self-motivated, hardworking, organized and able to positively contribute to the ethos of our school. You will have high standards and expectations in all areas of school life and will be committed to a teamwork approach.

Flexibility is key to this role to meet the needs of the school. You will see yourself as a leader who takes pride in maintaining the physical appearance of the school for our staff, students and visitors.

Our school is based over 2 sites with excellent facilities which include our 3G pitch, beautiful green outside space, a dedicated outside classroom, with 3 food court areas. Our students and staff also have access to a comprehensively-fitted onsite gym and recently extended English facilities. Our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect embedding our SPIRIT ethos of Strive, Perseverance, Independence, Respect, Integrity and Tolerance are a key strength of our school. Student and staff voice are used across our school to help inform decisions and shape our school development plans.

Dear Colleague

Thank you for your interest in working at Bedford High School.

At Bedford High School we are dedicated to offering our students a high-quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in May 2018. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim, we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability. In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at www.bedfordhighschool.co.uk. Please return completed application forms to recruitment@bedford.wigan.sch.uk or by post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery
Headteacher

Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

Our School Values

To Care, To Learn, To Achieve.

Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with 9 fully trained Mental Wellbeing First Aiders
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Continued professional development

Feedback from our staff wellbeing survey tell us that our staff...

There are many, many things that this school does better than many others that I have worked in.

I'm very happy here and feel respected and looked after.

Bedford is a great place to work.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

Job Description

| | | | |
|--------------------------------|---|-------------------|--|
| Role Title: | Premises Manager | | |
| Job purpose: | <p>To have overall responsibility for the management of the school premises, site and associated facilities and to ensure all Health & Safety policies/procedures are implemented.</p> <p>To oversee and monitor the work of external contractors on site.</p> <p>To be responsible for the supervision, development and management of other site staff.</p> <p>To be responsible for ensuring that the school is well maintained, safe and secure site for all users of our school. The Premises Manager will ensure high standards of site supervision and effective use of resources to enhance the learning environment for students and staff.</p> | | |
| Reporting to: | School Business Manager | | |
| Responsible for - Staff | Caretakers/other site staff. | | |
| Liaising with: | Headteacher, School Business Manager, site staff, other teaching and support staff, external contractors. | | |
| Grade of post/Salary: | G8 £32,020 - £36,298 pa | Gauge ref: | |
| Status: | Permanent | | |
| Working Time: | Full year, 37 hours per week, Monday to Friday, working shift patterns on a rota basis, hours between 6.00 am and 10.00 pm. Flexibility is crucial for this post and you will be expected to support the school at school events and projects including Open Evening, with possible weekend work that are outside core working hours which would be paid as occasional overtime as required. | | |
| Disclosure level: | <p>All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates and you will be required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.</p> | | |
| Date: | September 2023 | | |

Job Outline

- To be responsible for ensuring the health, safety and security of the school buildings and site.
- To oversee and undertake regular site and security checks and risk assessments, reporting on how risks can be minimised.
- To manage and monitor fire safety equipment provision and to schedule fire drills.
- To be responsible for contractors while on site and ensure work is completed to the required standard and within the agreed budget

- To act as school health & safety officer including proper accident reporting procedures.
- Arrange, monitor and/or conduct regular health and safety checks e.g. fire alarms, water sprinklers, legionnaire testing.
- To oversee the operation and maintenance of school site systems e.g. heating, cooling, lighting and security.
- To manage site/caretaking staff including their recruitment, development and training meeting regularly to ensure effective communication within the team.
- To develop policies and procedures relating to health, safety security and buildings maintenance in line with relevant legislation LA policies
- To be the main key holder and attend to call outs outside of normal working hours when required.
- To have overall responsibility for the designated budget in relation to repairs/maintenance, building activities and prepare costed plans and financial reports
- To liaise and negotiate with external contractors and/or LA.
- To have the lead responsibility for the planning, development and organisation of systems and procedures in order to record maintenance, building and security schedules advising the School Business Manager/Headteacher/SLT as required.
- To manage the letting function within the school including arranging cover for out of school hours activities.
- To provide advice on annual long-term maintenance requirements to support a cost-effective maintenance programme.
- To have overall responsibility for purchasing all premises related equipment and supplies within the agreed budget.
- To arrange tenders and quotes and manage the appointment of external contractors.
- Ensure accurate records are kept of all work carried out including weekly fire safety checks, water checks, etc. liaising with the School Business Manager.
- Manage all site related issues in the case of an emergency or site closure.
- Ensure all contractors visiting the site are fully inducted on health and safety procedures, relevant risk assessments and provided with asbestos register.
- Opening and closing of the school premises including gates, doors, windows, fire exits etc. for the purpose of the school use, lettings, functions, maintenance and emergency services
- Regularly checking the proper operation of alarms and fire equipment, ensuring emergency exits are not obscured.
- Manage the school minibus procedure ensuring all checks have been undertaken.
- Maintain cleanliness and general tidiness of all external areas.
- Empty litter bins on a daily basis and clear all drains and gullies to ensure effectiveness and healthy operation
- Clear leaves, snow, ice, moss as appropriate including treatment of surfaces with salt. etc.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate. Inform the School Business Manager of items which may require ordering to enable completion of the above-mentioned works.
- Deal or arrange to be dealt with all busts, leaks, floods, fires and breakages as appropriate
- Deal with or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply
- Ensure access for emergency services, assist as necessary and secure premises as required
- Ensure access for deliveries to the academy and then appropriate storage
- Report all defects which require specialist repair, inspect electrical fittings, and report defects as required
- Replace lamps and domestic fuses as required.
- Be responsible for the supply and availability of all hygiene materials.
- Remove graffiti etc.
- Carry out minor repairs to school equipment
- Carry out minor works in order to improve the site
- Attend appropriate training courses as required

- To comply with the school's child safeguarding procedures, including regular liaison with the designated child safeguarding person over any safeguarding issues or concerns.
- To comply with the school's policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the school.

Other Specific Duties

Health and Safety

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To undertake Health and Safety Training on areas within your remit.

- To carry out the duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To participate in the staff, review and development appraisal process
- To have due regard and comply with all school policies
- To undertake training as required
- To participate in personal and team reviews/meetings
- To participate in annual appraisal and implement agreed targets
- Develop good working relations with other colleagues and students
- To contribute to the overall ethos/work/aims of the school
- To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person specification

A. Experience

| | Essential | Desirable | Source A = Application I = Interview R = References T = Task/Observation P = Presentation |
|---|-----------|-----------|--|
| Significant experience of maintenance and security of buildings to a required standard | E | | A, I |
| Experience of managing and implementing Health & Safety policies within a school or similar establishment | E | | A, I, P |
| Experience of managing budgets | E | | A, I |
| Experience of managing staff | E | | A, I |
| High level of experience of liaising and negotiating with external contractors | E | | A, I |

B. Training and Qualifications

| | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| Relevant Degree or equivalent level relevant experience | E | | A, I |
| NEBOSH General Certificate or willingness to work towards within an agreed timescale | E | | A, I |
| ILM or NEBS or equivalent level of experience | E | | A, I |

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

| | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Detailed understanding of COSHH regulations | E | | A, I |
| Full understanding of relevant policies, procedures, codes of practice and legislation in relation to health & safety | E | | A, I |
| Detailed knowledge of Health & Safety at work | E | | A, I |
| Willingness to undertake further relevant training as required. | E | | A, I |

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

| | Essential | Desirable | Source |
|---|-----------|-----------|---------|
| Ability to compile management reports and complete relevant paperwork within agreed timescales | E | | I |
| Ability to use initiative to respond to and resolve long term problems | E | | A, I |
| Ability to develop and implement procedures and policies | E | | A, I, R |
| Ability to establish constructive relationships with contractors, LA and outside professionals | E | | A, I |
| Ability to communicate well with all members of the school community, school governors and senior leadership team | E | | A, I |
| Ability to recognise the importance of and ensuring a secure and safe environment for all users of the school | E | | A, I |
| Ability to supervise and manage a number of staff and work programmes | E | | A, I |
| Ability to organise self and others | E | | A, I |
| Ability to manage self and others | E | | A, I |
| Professional appearance and conduct | E | | A, I |
| A committed lifelong learner willing to undertake training to suit the needs of the role | E | | A, I |
| Flexibility working outside of normal school hours will be required | E | | A, I |
| The willingness to be generous in time and spirit | E | | A, I |
| A sense of humour and positive outlook | E | | A, I |
| A determination to succeed | E | | A, I |
| Energy, enthusiasm, adaptability and flexibility | E | | A, I |
| A willingness to support the schools aim of strengthening links with the community | E | | A, I |
| The ability to build and maintain effective relationships | E | | A, I |
| The ability to develop effective teamwork | E | | A, I |
| The ability to anticipate and solve problems creatively | E | | A, I |
| The ability to demonstrate loyalty and confidentiality | E | | A, I |
| The ability to prioritise and manage time effectively | E | | A, I |

E. Legal Issues

| | Essential | Desirable | Source |
|------------------------------------|-----------|-----------|--------|
| Legally entitled to work in the UK | E | | A, I |

What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, HR Facilities & Communication Manager at the school address or by email to recruitment@bedford.wigan.sch.uk.

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at recruitment@bedford.wigan.sch.uk and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website www.bedfordhighschool.co.uk

The interview process

Deadline: Monday 9th October 2023 at 9 am

Interviews: to be confirmed

Start date: ASAP

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

Our commitment to safeguarding

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates. Shortlisted candidates are also required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.