



Candidate Information

Senior Premises Officer



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1. Letter from the Headteacher

January 2020

Dear Applicant

Senior Premises Officer

Thank you for your interest in the above position at Iveshead School. This is a fantastic opportunity to join Iveshead as a key member of our Site and Premises Team. Iveshead School benefits from an extensive and attractive campus located in Shepshed. We are part of a wide range of facilities that include a nursery, a pre-school, a swimming pool, a theatre, sports halls and pitches in addition to the various school buildings. In addition to our school use our campus provides important community facilities which are in daily use from early in the morning until, often, late in the evening and at weekends. We are rightly proud of Iveshead School and the contributions we can make to our community.

We are seeking to appoint a full-time Senior Premises Officer. The successful applicant will be professional, self motivated, adaptable and have a good eye for attention to detail. Someone who takes pride in their work. This is a key role in ensuring that our campus not only looks the part but runs efficiently to ensure that we provide the best possible experience for both our learners and community users.

Iveshead is proud of our reputation in caring for and developing all of the staff that make Iveshead such a great place to work. The successful candidate will join a well established and supportive team and there will be a programme of training and development. It is important to note that this role will, sometimes, require an element of lone working and that our Site and Premises Team work on a shift pattern which will include some unsocial hours working.

We would welcome enquiries about this opportunity and we will gladly find time to meet with you and show you our campus if you wish. Further information about the post and our school are included in this information pack but if you have any specific questions or would like to visit the school please contact Julie Jones, by email: jjones@ivesheadschoool.org

To apply for this post please complete the [application form](#) and return it to us with a covering letter (no more than two sides of A4 please) explaining what contributions you could make to Iveshead School. **The closing date for applications will be 5pm on Tuesday 21st January 2020.** Interviews will be on Tuesday 28th of January.

Applications can be emailed to: jjones@ivesheadschoool.org or sent by post to: Operations Manager, Iveshead School, Forest Street, Shepshed, Loughborough, LE12 9DB.

Due to the volume of applications that we receive we apologise but we are only able to contact those that have been short-listed to attend an interview.

I look forward to receiving your application.

Yours faithfully



Matthew Parrott, Headteacher

2. Advertisement



Forest Street, Shepshed, Loughborough, LE12 9DB

Tel: 01509 602156

Email: info@ivesheadschoo.org

www.ivesheadschoo.org

Headteacher: Matthew Parrott

Senior Premises Officer Grade 8 (£21,591 - £23,838) Full Time - 37hrs

This is a fantastic opportunity to join Iveshead School as a key member of our Site and Premises Team. Iveshead School benefits from an extensive and attractive campus located in Shepshed. We are part of a wide range of facilities that include a nursery, a pre-school, a swimming pool, a theatre, sports halls and pitches in addition to the various school buildings. In addition to our school use our campus provides important community facilities which are in daily use from early in the morning until, often, late in the evening and at weekends.

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Closing date for applications: 5pm on Tuesday 21st January

Interviews: Tuesday 28th January

Start date: ASAP, by agreement

It is important to note that this role will, sometimes, require an element of lone working and that our Site and Premises Team work on a shift pattern which will include some unsocial working hours.

Iveshead School is committed to safeguarding and promoting the welfare of children and young people. This post requires a criminal background check via the disclosure procedure. The successful applicant will therefore be subject to an Enhanced DBS.

3. Information about Iveshead School

Iveshead School is a popular and successful 11-19 secondary school based on an attractive and extensive campus in Shepshed, Leicestershire. As a school, Iveshead works hard to build on the reputation and results we have achieved in recent years and will continue to provide a caring place of learning for our students. At Iveshead, our learners can develop the skills and confidence they need to make their way through to the next stage of their lives whether that is higher education, an apprenticeship or employment.

The character of our school can be defined by our three core values - 'respect', 'enrich', 'succeed'. We offer a supportive and welcoming community environment with respect for all, a dedicated staff and a strong blend of activities, which create an enriching and successful education for all students at Iveshead.



Shepshed is located within striking distance of the M1 and close to the attractive University town of Loughborough. The cities of Derby, Nottingham and Leicester are all within 30 minutes' drive. Birmingham is 40 minutes by motorway, and London is less than two hours. East Midlands Airport is less than 20 minutes away. Shepshed is situated on the edge of Charnwood Forest, with quick access to open countryside, including areas of park land. As a small town, Shepshed has good amenities, many of which are located on our campus and made available to the community as part of our extended provision role.



The school has a commitment to high achievement. A key aspect of raising achievement is effective teaching which is of the highest standard, and this is a basic quality we look for in all appointments we make.

Iveshead is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Safeguarding training for all staff forms an essential part of our CPD programme.

4. Job Description and Person Specification

Job Description

Job Title:	Senior Premises Officer (Grade 8, Full Time 37 hrs) It is important to note that this role will, sometimes, require an element of lone working and that our Site and Premises Team work on a shift pattern which will include some unsocial working hours.
Job Purpose:	Manage the provision of high quality maintenance, security and cleanliness of all school buildings and grounds, ensuring that all students and community users have a comfortable, clean and safe environment in which to learn or undertake other activities.
Responsible to:	Campus Manager
Line Manager for:	Premises Officers & Premises Assistants
Functional Relationships:	Campus Manager Site & Premises Team including Premises Officers and Casual Staff Senior Leadership Team (Director of Learning Environment) All school staff, students and community users Visiting contractors

Appropriate Tasks – under the direction of the Campus Manager/Director of Learning Environment

- To agree with the Campus Manager and thereafter implement a programme of ongoing maintenance and improvement/new work, identify the most appropriate resources (eg Campus Manager, Senior Premises Officer, Premises Officers, external contractors etc) to achieve timescales, best value for the school and make best use of the skills available across the team eg plumbing, decorating, carpentry, etc. To manage/undertake minor repairs and improvements to the campus as required.
- To develop and oversee effective security systems and procedures throughout the building and premises (including security checks when the school is closed) liaising as necessary with Local Authority and/or Academy Trusts, Emergency Services and outside firms to maximise the security of the premises and its contents and to reduce the likelihood of fire and opportunities for vandalism. This will include being part of the campus 'on-call' system and attending to emergency call-outs on a rota basis.
- To ensure that alarm systems are checked and maintained in accordance with agreed schedules to ensure that systems work in the event of fire, thereby reducing the risk of injury to students, staff and other users.
- To monitor the standard of work, attendance and conduct of staff supervised, identify training and development needs and ways of meeting these, ensure any concerns are dealt with appropriately and effectively, involving the Campus Manager, to encourage work of a high quality and to enable problems to be identified and resolved quickly.
- Take responsibility for the appropriate training of staff. Work with staff to create and maintain work schedules and rotas as appropriate and support the Campus Manager in ensuring appropriate cover for absence etc. Provide appropriate supervision for Premises Officers when working on campus together.

- To manage and assist with all aspects of work undertaken by the Site and Premises Team eg supporting school events (including layout of hall, moving furniture etc), swimming pool maintenance, locking/unlocking the premises, litter picking, cleaning, minor repairs and maintenance, to ensure that lessons and other activities, including community bookings, can take place without delay or disruption and that Health & Safety requirements are complied with.
- Take responsibility for overseeing the whole campus, the work of the Grounds Maintenance Contractors and report as required.
- Ensure that the school's Health & Safety policy is reviewed, updated as appropriate and complied with to ensure the health and safety of students, staff, contractors, visitors, and other school users including community users.
- Manage/undertake compliance testing (swimming pool, water, fire equipment etc) in accordance with legal/recommended guidelines and ensure that the appropriate records are maintained.
- Deal with, or arrange to be dealt with, all maintenance emergencies as appropriate.
- To monitor stock levels of cleaning and other materials, order as necessary and store appropriately to ensure that cleaning and other work can be carried out in accordance with laid down schedules and safety instructions. Take receipt of deliveries and arrange for appropriate storage, distribution and returns as necessary.
- It is vital to the ethos of the Support Team that the postholder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the Team, and treats co-operation and support for colleagues as a top priority.
- To work with the IT team (installation and/or removal of hardware and cabling etc) to help support and develop school infrastructure.
- To ensure the continuous improvement in the quality of standards of service, the cleanliness of the campus and maintenance of buildings.
- To operate mechanical and electrical plant in the school (eg heating, pool plant etc) and carry out all routine checks in accordance with laid down procedures and schedules.
- Undertake/oversee risk assessments relating to the school buildings and the school grounds, to ensure that students, staff and other users have a healthy and safe workplace or facility to use.
- To manage/undertake routine cleaning (eg window cleaning, designated areas of the school, etc) or as required due to spillages or other accidents, to ensure that the school is always clean, safe, healthy and comfortable for all users. To manage/undertake additional cleaning including major/deep cleans typically undertaken during periods of school closure.
- To deal with enquiries from members of the public or community users if no other members of staff are available and as far as possible respond to their requests in an effective and polite way to ensure that their activities can go ahead with the minimum of disruption.

General Duties and Responsibilities

- To support and promote the vision of Iveshead School
- Support effective safeguarding of all young people throughout the school

- To take part in personal professional development activities
- Adhere to School policies and procedures e.g. Equality and Diversity; Health & Safety
- To cover for absent staff
- To contribute to the general organisation of the School
- To work flexibly and respond to School needs as requested by The Campus Manager, members of Senior Leadership Team or the designated representative

January 2020

PERSON SPECIFICATION

Senior Premises Officer

The Person Specification lists the qualities that we are looking for in a successful candidate. We will be using evidence from your letter of application, application form and interview to enable us to make a judgement of these qualities.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Good communication skills both written & verbal ● Good standard of numeracy, literacy and ICT skills 	<ul style="list-style-type: none"> ● Relevant building/maintenance qualification e.g. City & Guilds, GNVQ, Health & Safety qualification etc ● x5 GCSE or equivalent qualifications including English and Maths
Experience	<ul style="list-style-type: none"> ● General building maintenance / DIY experience ● Experience of being part of an effective team ● Experience in managing/leading others ● Experience of working in the public/private sector ● Understanding of Health & Safety requirements eg COSHH, appropriate Risk Assessments etc ● An understanding of Equal Opportunities issues affecting students, staff & other school users. 	<ul style="list-style-type: none"> ● Experience in a similar role ● Experience in managing/leading a relevant team ● An ability to undertake more specialised work as a consequence of possessing relevant qualifications (eg: plumber/electrician etc)
School Ethos	<ul style="list-style-type: none"> ● A recognition of the importance of offering the best possible life chances to young people ● An understanding of the spiritual, moral, social and cultural aspects of others 	<ul style="list-style-type: none"> ● An ability to defuse situations and handle crises
Relationships	<ul style="list-style-type: none"> ● An ability to relate well to young people and adults 	<ul style="list-style-type: none"> ● Experience of working in a school/community focused environment
Management	<ul style="list-style-type: none"> ● Ability to plan and prioritise own work and work of team within established routines, referring only complex issues to Manager 	<ul style="list-style-type: none"> ● Experience of supervising staff in a relevant context

Personal Skills	<ul style="list-style-type: none">● Good personal organisation● Self motivation & an ability to motivate others● An ability to cope with reasonable pressure● An ability to be flexible and be able to meet deadlines against changing priorities● An ability to use initiative● Capacity for lone working	<ul style="list-style-type: none">● Interests out of school and an ability to contribute to the wider life of the school● Good budgeting skills