



## RECRUITMENT OF PREMISES MANAGER





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## Welcome from The Compton School

Dear Colleague

Thank you for your interest in the role of Premises Manager for The Compton School based in North Finchley, London. I hope this pack will give you an insight into our school and the role.

The Compton School is an outstanding school and is hugely oversubscribed. The school has achieved 4 consecutive outstanding Ofsted reports, with the most recent one being in 2018. The school has undertaken a great deal of outreach and has a thriving teacher training programme training over 40 teachers every year. The Compton School opened in 1992 as a “fresh start” school, and has been through numerous refurbishments and building programmes, with over £15 million invested over the last 15 years. New buildings have been added and a Sixth Form was opened in 2015. We have had a lot of success in applying for additional funds to carry out refurbishments of our roofs, windows, fire alarm systems and boilers in recent years to ensure that the school is in a good state of repair. We want our students and staff to feel proud of their environment and the role of our Premises Manager in looking after our buildings is absolutely key to us.

The Compton School established Middlesex Learning Trust, MLT in August 2017. The aim of Middlesex Learning Trust is to build a partnership of highly ambitious and successful schools who will deliver the best possible education for students of all abilities and backgrounds. Currently, the Trust has 3 secondary schools - The Compton School, Southgate School, and Stopsley High School. It is led by our nationally recognised CEO, Ann Marie Mulkerins who has worked extensively throughout education, in both advisory and operational capacities.

External reviews have told us time and again that we are a happy community, that students make exceptional progress and that colleagues readily collaborate and support one another.

You will work in a friendly and driven team alongside staff who want the very best for our students, staff and stakeholders.

For a confidential and informal conversation to discuss this opportunity please contact Jen Presland at: [jpresland@thecompton.org.uk](mailto:jpresland@thecompton.org.uk)

If you think you are the person we are looking for then we would be delighted to receive your application and we look forward to meeting you.

Louise Ismail and Andy Hammond

Associate Headteachers

## Role of Premises Manager

This is an excellent opportunity for someone interested in taking on a responsible role in a friendly and supportive environment. Our ideal candidate is able to offer successful experience of site management, including leading a team as well as a solid understanding of Health and Safety. This is an opportunity for somebody with both excellent communication and practical skills. You will be energetic, enthusiastic and flexible in your approach, as well as being both a leader and a team player. You will need to work with a wide variety of stakeholders, including Governors, school and trust staff (both teaching and non-teaching), external contractors and the site team themselves.

The Compton School is a mixed comprehensive school (1350 on roll including 300+ in the Sixth Form) and we are dedicated to academic achievement and very high standards.

The environment is fast-paced and would suit a 'can do' individual who is committed to our goal of 'Excellence for All'.

No two days will be the same and there will be plenty of opportunity to contribute to the success of The Compton School and our Trust and make a real difference to students, staff and the wider school community.



The Compton School is a welcoming and supportive community. We value the professional autonomy of high-performing staff. We expect high standards from both staff and students. We are a diverse school community in terms of both staff and pupils and therefore welcome applications from anyone who supports our ethos.



## Why work for Middlesex Learning Trust (MLT)?

Middlesex Learning Trust (MLT) is driven by an unrelenting belief in excellence. Evidence shows that a combination of strong collaboration and accountability, afforded by a multi-academy trust structure, drives up standards. Within MLT, exceptional leaders, high-quality teachers and support staff help transform the life chances of students and make a real difference in their communities.

We are currently three successful schools working in partnership: The Compton School, Southgate School and Stopsley High School. MLT provides first rate career opportunities across its schools. The Trust aims to deliver a model that underpins the highest level of professionalism whilst continuing to maximise academic outcomes and opportunities for students, whilst recognising and valuing all staff members and their unique contribution.

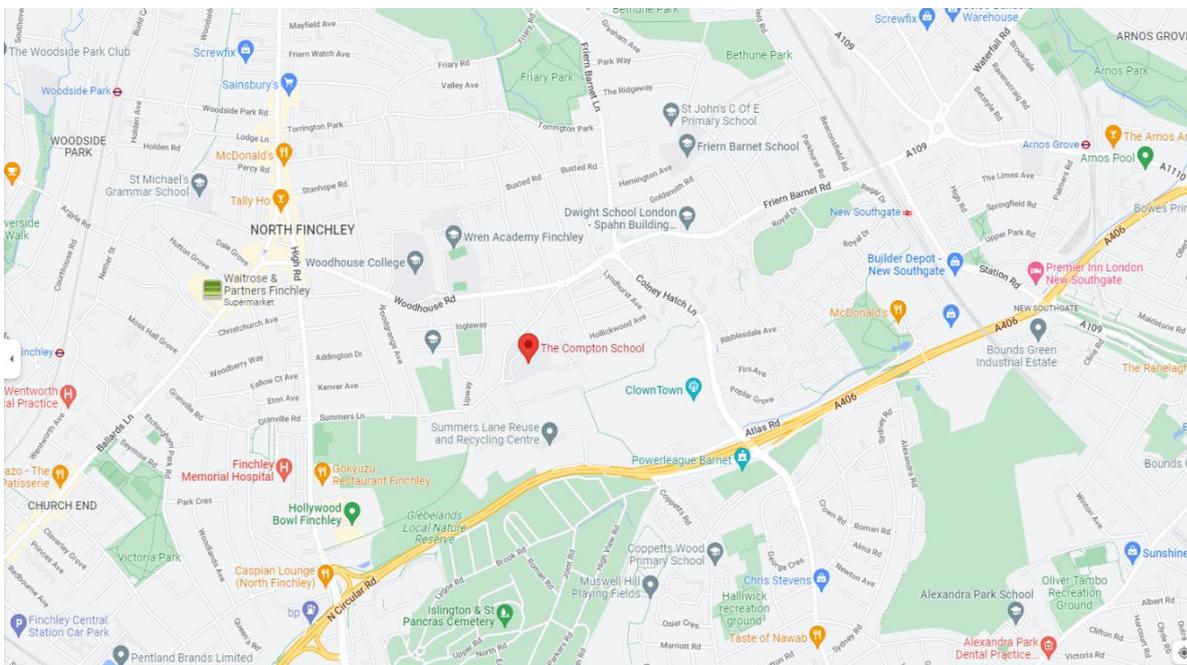
## What MLT offers all its staff:

- The **Talent Management Framework**: this is professional development and shadowing for both teaching and support staff at every level of the organisation
- A committed, talented, and supportive staff **team**
- Attractive and well-resourced working **environments**
- Children of colleagues working within the Trust for two or more years are given **priority for a place in Year 7** within their current school of employment
- Access to the latest pedagogy and evidence-based practice via **teaching magazine 'MLT Handbook'** co-developed by Teaching and Learning Leads in MLT schools
- A staff **Wellbeing Policy** and access to **Health Assured**, a professional health and wellbeing provider
- Access to a **cycle to work** scheme for all Trust employees.

## Location

The Compton School is situated in the London Borough of Barnet, the second highest achieving Local Authority in the country, with the first being the Isles of Scilly. It is located about 1 mile north of the North Circular Road and about 1.3 miles away from West Finchley Tube Station (Northern Line) and 1.3 miles from Arnos Grove Tube Station (Piccadilly Line). We have parking on site and are also very well-connected by local bus routes.

There is a wide variety of property for all budgets within easy reach. Additionally, there are plenty of shopping facilities, entertainment and recreational facilities nearby.







### **Job Description**

<b>Post:</b>	<b>Premises Manager</b>
<b>Reports to:</b>	<b>School Business Manager</b>
<b>Grade:</b>	<b>SCP 28 - 31 (£37,038 - £39,582)</b>
<b>Hours of work:</b>	FT - 36 hours per week / 52 weeks with some shift patterns including weekend working

**(The school is currently working towards outsourcing lettings and so hours are subject to change)**

### **Purpose of Job**

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The Premises Manager is responsible for the day-to-day operational management, safety and security of the school site and maintaining a strategic and practical oversight of Health and Safety for all stakeholders. The post holder is responsible for ensuring that the school is a well-maintained, safe, clean, warm and secure site for all users. The Premises Manager will ensure the Caretaking Team are proactive and deliver high standards of site supervision as well as ensuring effective use of resources to enhance the learning environment for students and staff. The Premises Manager will delegate certain duties and manage the premises team to ensure all duties are carried out in a timely and efficient manner

**(Please refer to the Person Specification for the essential skills and experience needed)**

## **Main Duties and Responsibilities**

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### **1. Line Management**

- Caretakers
- Cleaners

### **2. Staff Management**

- Supervision of Caretaking and Cleaning staff including staff development, managing the rota (including when staff may be absent or on leave)
- Monitoring and evaluation of work. Leading weekly team meetings and individual meetings
- Performance Management including setting objectives and performance standards
- Organising training as appropriate in order to ensure all site staff have up to date training on fire safety, legionella, working at heights, manual handling and any other training deemed appropriate.
- Selecting and interviewing job applicants for premises vacancies.

### **3. Specific Accountabilities**

#### ***Facilities***

- Responsibility for ensuring the security of the site and buildings all year round, including both the opening and closing of the site, ensuring the alarm is correctly maintained and utilised
- Using school's Every digital system, manage Planned Preventative Maintenance of the school, its equipment and resources
- To manage and monitor the routine maintenance of the site, including: prioritising and resolving issues raised by staff, organising minor structural repairs and decorative work that can be done in-house (rolling programme), keeping fixtures, fittings and furniture in a good state of repair, control litter and disposal of rubbish and redundant equipment, dealing with any spillages or graffiti in a timely manner
- To ensure servicing of equipment such as heating, lighting, air-conditioning and alarm systems is completed on a regular basis and complies with legislation
- Supervise and monitor the operation of the cleaning and grounds maintenance, liaising with the School Business Manager
- To employ contractors for works that cannot be done in-house by following the correct tendering process
- To ensure rooms and areas are set up as required for assemblies, exams or other events
- To oversee any new building and refurbishment programmes and act as a point of liaison between contractors and school
- Provide data to assist the School Business Manager in preparing bids to external bodies for additional funding for capital projects e.g. Condition Improvement Fund
- Keep up to date with legislation and best practice in premises management

- To liaise with any external contractors to ensure they are aware of school policies (smoking, fire evacuation, Covid prevention, etc)
- To plan repairs and maintenance program for the holiday periods and in readiness for school events like Open Evening

### ***Health and Safety***

- To act as Chief Fire Warden and take a lead in fire drills and fire safety planning
- To work with School Business Manager to be responsible for Health and Safety within the school and to ensure compliance with statutory and regulatory standards
- To work with the School Business Manager and Associate Headteachers to implement and review the Trust's Health and Safety policy including all Risk Assessment procedures
- To prepare for and be held accountable for the annual Health and Safety Audit.
- Provide guidance and support to all staff on Health and Safety matters
- Check site weekly for any potential Health and Safety concerns and take corrective action where necessary
- Ensure Fire and Water safety (Legionella) checks are carried out regularly and accurate records are kept, managing equipment and its maintenance, coordinating annual risk assessments and ensuring any necessary follow up is undertaken
- Asbestos – keep Asbestos Management Plan record up to date and ensure staff, contractors and other stakeholders are briefed on where asbestos is located and procedures for reporting any concerns in line with the Trust Health and Safety policy
- To ensure that the school adheres to COSHH guidelines
- To ensure that all other safety works (PAT testing, Fixed wire etc) are carried out according to regular planned review in PPM schedule
- Complete annual review of general Risk Assessments where required and take any corrective actions where necessary
- To be trained as a First Aider and an Evacuation Chair trainer.

### ***Extended Services / Porterage***

- Prepare the Site for major events i.e. Open Evening
- Liaise with the School Business Manager and ensure that the needs of the lettings customers are being met and are balanced with the needs of the school. Work with the School Business Manager to promote the school facilities and increase school lettings.
- Take deliveries of equipment, materials and other goods
- Unpack and store stock in conjunction with the School Business Manager/Admin team
- To provide a responsive, flexible porterage service for the movement of equipment and furniture around the site according to need.
- To use the school's calendar to proactively identify events that require set up and other support by the Site Team, liaising with staff to determine what set up is required
- To ensure venues are set up to brief and to a high standard in advance of assemblies, meetings, performances, events, exams and other activities

- To ensure that the school site is clean, clear and in a suitable condition for use by lettings at the end of the school day

### ***Financial and Asset Responsibilities***

- Budget holder for those areas of delegated responsibility, such as repair and maintenance. Ensure all expenditure is within budget and all purchasing is in accordance with the school's financial policies, ensuring good value for money and service levels
- Monitor utilities contracts. Log energy, solar panel production and water usage and monitor usage patterns. Investigate any irregularities
- Proactively implement a recycling programme throughout the school
- Keep accurate and appropriate records, ensuring that they are available for inspection
- Manage the maintenance and operation of the school minibuses including maintaining a list of minibus drivers and their validity

### **Safeguarding Children:**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred list and Enhanced Disclosure checks.

### **Promotion of MLT and its schools**

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- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**
- To promote, advocate and follow all **school and Trust policies**.

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### **General**

- This job description sets out the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out
- Such duties and responsibilities may be updated from time to time to reflect any changes to School HR procedures. Only significant additional duties or responsibilities as required by the Headteacher will render the grade of the post liable for re-evaluation
- Much of the work undertaken within the School is of a highly confidential nature. The post holder must at all times maintain confidentiality
- The post holder must be aware of and understand the School's Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy
- The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies.



**Person Specification**  
**Post: Premises Manager**

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Minimum 12 months experience of premises management role or similar</li> <li>• Successfully managed a small team</li> <li>• Maths and English to at least Level 2</li> </ul>	<ul style="list-style-type: none"> <li>• Worked in a school environment</li> </ul> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Preparing risk assessments</li> <li>• Managing contract services</li> <li>• Facilities management</li> <li>• First Aid</li> <li>• Health and Safety</li> </ul>
Experience	
<ul style="list-style-type: none"> <li>• Ability to write reports and keep accurate records</li> <li>• Ability to take a strategic view on buildings and facilities maintenance and management</li> <li>• Knowledge and understanding of COSHH</li> <li>• Knowledge of Fire Safety</li> <li>• Able to understand and apply regulations e.g. health and safety</li> <li>• Able to effectively organise and supervise staff and contractors</li> <li>• Competent at basic building repairs and maintenance and grounds maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of how site and facilities management can help improve student outcomes</li> </ul>

<ul style="list-style-type: none"> <li>• Good IT skills and the ability to use IT as part of managing the site</li> <li>• Knowledge and application of short term and long term budget management</li> <li>• Setting high expectations and fostering a culture of continuous improvement</li> <li>• Communicating effectively with a wide range of stake holders</li> </ul>	
<b>Knowledge/Skills (Ability to)</b>	
<ul style="list-style-type: none"> <li>• Good organisational and communication skills</li> <li>• Resilience, the ability to work under pressure and be able to meet deadlines</li> <li>• Enthusiastic &amp; self-motivated</li> <li>• Flexible with regard to working hours</li> <li>• Ability to work on own initiative and prioritise work</li> <li>• Ability to motivate and lead a team</li> </ul>	
<b>Personal / Other Relevant Attributes</b>	
<ul style="list-style-type: none"> <li>• Commitment to ongoing professional development of self and others</li> </ul>	
<b>Safeguarding Children</b>	
<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Enhanced DBS disclosure check</li> </ul>	
<b>Specific Information related to the post</b>	
<ul style="list-style-type: none"> <li>• Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview – see application form</li> </ul>	

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| <ul style="list-style-type: none"><li>• Some shift patterns including weekend working (as stated in Job Description)</li></ul> |  |
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The information on this form will be the basis on which the applicants will be assessed for short listing purposes.

## Applying for the Role

If you have any questions about the role or would like a confidential and informal conversation, please do not hesitate to contact Jen Presland – 0208 216 8028

The application form to apply is on the [Vacancies Section](#) on The Compton School website.

Email: [vacancies@thecompton.org.uk](mailto:vacancies@thecompton.org.uk)

**COMPLETED APPLICATION FORMS SHOULD BE RETURNED BY EMAIL TO:**  
[vacancies@thecompton.org.uk](mailto:vacancies@thecompton.org.uk)

**Interview dates to be confirmed.**