

Creating stories that change the world



## Job Application Pack

Role: **Premises Manager**

Closing Date: **26th March**

Start Date: **ASAP**

Salary: **ST 19 £36,547 - ST26 £42,037**

Contract: **Permanent**

Location: **Highbury, London**

## Our Story

LSA is a free sixth form academy for students aged 16 to 19 years old, founded by some of the UK's most successful film producers. Through the medium of storytelling, our students develop the creative, technical and academic skills to fulfil their potential and thrive in their career paths across the screen industries.

The screen industries are often seen as inaccessible; it's hard to know where to start and training is expensive. LSA is changing this. LSA is committed to giving talented young people, no matter their background, the opportunities to build a successful creative career. LSA is free to attend and dedicated to building more diverse, sustainable and valuable screen industries that are open to everyone.

## Our Curriculum

LSA is unique and exciting; we are redefining what creative education means through a partnership between London's best teachers and global professionals working in film and TV; our students are taught by both. Everything that LSA offers is practical, relevant and plugged into the real world, building a solid foundation for our students' futures.

Our unique curriculum has been developed with leading industry experts so that we can deliver a real-world relevant education. Our programme is project based and students spend two years exploring and developing their craft across key areas of the screen industries. Alongside this, they study English or Maths.

At LSA, we believe that our students' time here is not just about classroom learning; it's about getting hands-on experience and developing our students' professional skills alongside their academic ones. Through our pastoral, tutorial and enrichment programmes, we develop well rounded young people both in and beyond the classroom, so that every student leaves here with all they need to succeed.

## Rooted in Industry

Working Title Films, Heyday Films, Eon Productions and Lisa Bryer are, together with leading educational professionals, the architects of the LSA curriculum. They have been instrumental in developing LSA as they share a strong desire to resolve the inconsistencies and skills shortages across both the film and television industries.



# Our Values

We are **craftspeople** who love what we do

We embrace **challenge** with humour and grit

We are **changemakers** who believe in the power of storytelling

At LSA, we do not believe that circumstances should ever be a barrier to any young person's ability to realise their potential

LSA wants to create stories that change the world - and that starts with changing the storytellers. We work with students from all backgrounds and believe it's important for our staff to be representative of London's diverse population.

We welcome applicants from all backgrounds and ethnicities, of any sexual or gender identity, neurodiverse applicants, adults of any age or religious belief and encourage applicants from people with a disability.

## FOR TEACHING VACANCIES ALSO INCLUDE:

We are committed to diversifying the screen industries and increasing the diversity of our team is an important step towards this goal. We would especially welcome applicants who are from Black, Asian and other Minority Ethnic groups, who are currently under-represented in our teaching staff.



# About the Role & Responsibilities

We are looking for an experienced premises manager to provide effective site management, development and maintenance for the school premises across all aspects including site security, providing proactive and planned maintenance, whole school presentation, cleanliness of the school premises and grounds and, where possible, contribute towards achieving greater value for money and effective use of resources.

## Key responsibilities

- To assist the Business Manager in planning and managing change in accordance with the school development/strategic plan.
- To assist the Business Manager in leading and managing the premises function with specific line management responsibility for premises assistant(s), and contract (and contractor) management for security and cleaning.

## Facility & Property Management

- Ensure the supervision of relevant planning of estates processes are undertaken in line with contractual obligations for in house and for outsourced school services
- Ensure that required statutory compliances are met.
- Create, manage and monitor processes around in-house Pre Planned Maintenance (PPMs)
- Have knowledge of fire precautions and the use and maintenance of fire equipment.
- Responsibly for the delivery of the Trust premises system (through line management)
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings, preventative measures are in place for ice and snow etc.
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Ensure a safe environment for the stakeholders of the school
- Management of repairs and improvements
- Monitor service and maintenance contracts including fire safety, deep cleaning, window cleaning, ground maintenance and heating.

## Assist the Facilities Assistant when required in:

- Taking responsibility as required for the maintenance and upkeep of the premises, including buildings, fixtures, fittings and furniture.
- Helping all school staff – e.g. assisting with large display mounting, moving sets for productions, moving furniture prior to cleaning or to decoration taking place, repairs to classrooms/school equipment.
- Moving furniture and set ups, including tables, desks and chairs
- Opening and locking of gates, doors and windows as appropriate.
- Taking reasonable steps to minimise loss or damage to staff or property.
- Ensuring gates, entrances and exits are kept clear.
- Responding to out of hours alarm activations as necessary and required.



## **Administration Management**

- **Design and maintain administrative systems that deliver outcomes based on the school's aims and goals**
- **Manage systems and link processes that interact across the school to form complete systems**
- **Define responsibilities, information and support for staff and other stakeholders**
- **Develop process measures that are affordable and that will enable value for money decisions for those managing resources**
- **Establish and use effective methods to review and improve estates statutory compliance**
- **Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication**
- **Benchmark systems and information to assess trends and make appropriate recommendations**

## **Health & Safety**

- **Act as the school's Health & Safety responsible person and Fire Officer.**
- **Promote a positive Health & Safety culture with all users of the school premises.**
- **Plan fire practices and alarm tests, and ensure these are carried out through line management.**
- **Ensure the school's written health & safety policy statement is clearly communicated and available to all people**
- **Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals and as situations change**
- **Enable regular consultation with people on health and safety issues**
- **Ensure systems are in place to enable the identification of hazards and risk assessments**
- **Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive**
- **Ensure the maximum level of security consistent with the ethos of the school**
- **Ensure premises related statutory obligations are being met for pupils with special educational needs, specifically in H&S and Fire Safety plans.**

## **Project Management**

- **Oversee programme of works and meet deadlines**
- **To be involved in the planning of work with outside contractors, advising on the prioritisation of site repairs and maintenance.**
- **Direct/monitor work ensuring strict adherence to Health and Safety regulations**
- **Undertaking risk assessment**
- **Sign work off on completion**

**The areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations. If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.**

**The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.**

# What We Are Looking For

The successful candidate will be able to demonstrate the below in their CV, Cover letter and/ or interview

## Essential:

- Evidence of relevant NEBOSH or IOSH Health & safety qualification and any other recent and relevant training.
- First aid at work qualification
- Experience of effective team leadership
- Good practical skills and general knowledge of building maintenance including electrical, plumbing and carpentry disciplines.
- Anticipate problems, develop creative solutions
- Good level of verbal and written communication skills
- Able to build and maintain positive relationships
- Prioritise, plan and organise conflicting demands on time
- Adaptable, flexible and responsive
- Use limited resources to maximum effect
- Ability to organise work, prioritise tasks, make decisions and manage time effectively.
- Ability to manage a varied workload in addition to pursuing their own professional development.
- Positive and proactive attitude
- Genuine concern for the welfare of others
- Initiative and self-motivator
- Approachable
- Calm disposition
- Assertive and supportive
- Tolerant and realistic
- Relate effectively to people
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## Desirable

- Practical experience within a school environment
- Professional qualifications in electrical, plumbing, carpentry, programming and/ or other relevant disciplines.
- Experience in applying for capital bids
- Experience in building design/ remodelling

# How to Apply

To apply, please complete the application form by clicking the button below:

[APPLY](#)

## The Hiring Process



## How we Ensure the Process is Fair

To ensure our hiring processes are as fair and equal as possible we use the following principles:

### Blind recruitment

All identifying details, such as name, gender, ethnicity and address are removed before applications are submitted to the long listing and shortlisting panels

### Diverse shortlists

We insist on shortlists that include candidates from under represented groups.

### Unconscious bias training

All staff on the selection panel have taken part in training to help them recognise the role that personal biases play in decision making, and the structural challenges faced by different groups.



We looking forward to you joining us and helping our students create stories that change the world.

