

Premises Manager

Application Pack

Dear Colleague,

Altus Education Partnership was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- **Rochdale Sixth Form College** opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community and is significantly over-subscribed for 2024-25
- **Kingsway Park High School** is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The Academy recently benefitted from a new teaching block which opened at the end of 2024
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Academy** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact us.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronksley
CEO

Making your application

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Complete the Altus Education Partnership application form
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification
3. Send your application by email to recruitment@altusep.com.

Deadline

The deadline for the post is **23rd July 2025** to arrive no later than 12.00 midday. Interviews are expected to take place **30th July 2025**.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

Sixth Form College Association Support Scale, points 20 – 24 (£36,283 - £40,462)

Start Date

As soon as possible

For an Application Pack

1. Visit www.altusep.com or
2. Contact: recruitment@altusep.com

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Altus Education Partnership Vision, Mission and Values

Our Vision & Mission

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.

Our Values

At every level of the Trust, we fully subscribe to the Seven Principles of Public Life. Regardless of legal status, we expect a similar commitment from those with whom we work.

In addition, we are:

- **Committed to improving the lives of our students**
- **Clear on our approach to inclusivity and excellence**
- **Dedicated to the borough of Rochdale, its communities, and its surrounds**
- **Accountable for our actions. We will always seek solutions, not blame**
- **Responsible for one another. If one fails; we pull together. If one succeeds; we celebrate. Success or failure; we all learn**
- **We do what we say we'll do, and we do it well**

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential
- Be contributing members of the community and have compassion for others
- Be able to celebrate their success and that of others
- Have developed the confidence to overcome barriers to success
- Be articulate, creative, and prepared for future growth and learning
- Be happy!

Shared Objective for all Staff: "To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability
- Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction

Job Description

Job Title:	Premises Manager
Reports to:	Estates Manager
Contract:	Fixed Term 1 Year – Full-time
Salary:	Sixth Form College Association Support Pay Scale 20 - 24 (£36,283 - £40,462)
Start Date:	ASAP

Overall Purpose of the Post

To lead the management and maintenance of the school estate, ensuring it is safe, secure, and conducive to an excellent learning environment. This includes overseeing compliance, health and safety, sustainability initiatives, and ensuring the efficient operation of all premises-related systems and activities in line with the Department for Education (DfE) Estate Management Competency Framework for Schools.

Key Responsibilities

Leadership and Management

- Develop and implement a strategic estate management plan aligned with the school's values and objectives.
- Manage and supervise the premises team, ensuring high standards of performance and professionalism.
- Act as the primary point of contact for all estate-related matters, liaising with senior leadership, external contractors, and regulatory bodies.

Health, Safety, and Compliance

- Ensure all aspects of the estate comply with statutory regulations, including health and safety, fire safety, and accessibility standards.
- Conduct regular risk assessments and audits, taking prompt action to mitigate identified risks.
- Maintain up-to-date compliance records and ensure readiness for inspections or audits.

Operational Oversight

- Oversee the day-to-day running of the site, including cleaning, security, maintenance, and waste management.
- Ensure all critical systems (heating, ventilation, electrical, and plumbing) are fully operational and maintained according to a planned preventative maintenance schedule.
- Coordinate the scheduling and execution of maintenance tasks to minimise disruption to the school day.

Financial and Resource Management

- Prepare and manage budgets for premises management, ensuring cost-effective procurement and contract management.
- Monitor lifecycle costs of facilities and recommend strategic investments to senior leadership.
- Manage and maintain the school's asset register.

Sustainability and Environmental Responsibility

- Promote sustainable practices, including energy efficiency and waste reduction.
- Develop and implement initiatives to reduce the school's carbon footprint.

Event and Stakeholder Support

- Support school events and functions by ensuring facilities are appropriately prepared and operational.
- Build positive relationships with all stakeholders, including staff, students, parents, and external service providers.

Support for the Trust

The Premises Manager will:

- Be aware of and comply with all Trust policies and procedures, including child protection, health and safety, confidentiality, and data protection.
- Promote equality and ensure all members of the school community feel valued and respected.
- Contribute to the school's ethos and development plans.
- Undertake training and development as required to maintain professional expertise.
- Perform any other duties as required

Key Duties and Attributes

- Work collaboratively with the Trust's health and safety representative to promote a safe environment and identify improvements for the School.
- Complete routine health and safety check lists related to the premises covering: Water, Fire, Intruder, Lighting, Electrics, Gas, etc
- Comply with all procedures required by the Health and Safety Policy and handbook.
- Ensure following of safe practices in accordance with COSHH regulations.
- Adhere to risk assessments of buildings, premises, and grounds, reporting relevant issues.
- General maintenance
- Support the maintenance records of statutory compliances and their completion via contractors using the system provided (training will be given)
- Keep logs for maintenance of fire safety, asbestos, legionella, and all areas of compliance in the required format.
- Responsible for all reporting related Site Maintenance, Cleaning, and Repairs and Maintenance.
- Take responsibility as a main keyholder for security procedures, and manage alarm systems and processes.
- Support the grounds maintenance, coordinating with the team
- Ensure appropriate supplies of rock salt/grit and clear the site of frost/snow for safe access in bad weather.
- Competent DIYer with good practical skills.
- Adaptable and proactive.
- Organized, punctual, and reliable.
- Problem-solving skills.
- Friendly team player.
- Training - willing to undertake all training require including: safeguarding children, fire warden, asbestos awareness, Legionella etc

Other

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An Enhanced DBS check will be carried out on the successful candidate
- The Trust is committed to equal opportunities for all
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work
- The terms and conditions are specified within the contract of employment

This job description is a representative document. Other reasonably similar duties may be allocated from time-to-time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS				
1.	Level 2 (GCSE A* - C) or equivalent in English and Maths	E	√	
2.	First Aid at Work qualification or willingness to work towards one.	E	√	
3.	IWFM (Institute of Workplace and Facilities Management) Membership or willingness to work towards one	E	√	√
EXPERIENCE				
4.	Experience of undertaking tasks using a range of skills to include some or all – painting, cleaning, joinery, electrical, plumbing, grounds maintenance, heating, and ventilation.	E	√	√
5.	Experience of working within a Health and Safety framework	D	√	√
6.	Experience of delivering estates maintenance programmes.	D	√	√
7.	Operate fire safety procedures to meet fire safety regulations.	D	√	√
8.	Experience of access control, security, and CCTV systems.	D	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Good interpersonal skills, with the ability to work with a range of colleagues, external contacts, and students.	E	√	√
10.	Ability to follow procedures and the aptitude to determine when a situation requires special consideration, escalation, or referral to a manager.	E	√	√
11.	Whenever required be able to work unsupervised when maintaining the delivery of the day-to-day services provided by the Estates Department for example cleaning and maintenance tasks.	E	√	√
12.	Ability to undertake tasks that require physical effort, e.g., lifting, portage duties, working at height.	E	√	√
13.	Excellent communication skills and the ability to maintain excellent professional relationships with young people and other stakeholders.	E	√	√
14.	High standards of quality in relation to keeping a building and grounds clean, safe, and well maintained.	E	√	√
15.	Able to travel to other sites when needed, driving licence would be desirable.	E	√	√
16.	Awareness of the Equality Act.	E	√	√
17.	Awareness Health and Safety legislation.	E	√	√

18.	Ability to work under own initiative and self-motivated.	E	√	√
19.	Willingness to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of the college as requested.	E	√	√
PERSONAL CHARACTERISTICS				
20.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
21.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
22.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



BRINGING EDUCATION TOGETHER

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