

Premises Manager

Orleans Park is a happy, thriving, successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,300 students.

In November 2017, Ofsted recognised that Orleans Park is an outstanding school. They said "Orleans Park excels in all the aspects of provision for its pupils" and we have "established an inspirational teaching and learning environment where pupils can flourish and excel". Other highlights include "pupils have very positive attitudes to their learning", they are "keen to learn and take pride in their work. There is a clear sense of enjoyment and willingness to work and pupils have a mature attitude to learning".

In September 2014 we were delighted to open a Sixth Form which now has over 250 students and has been judged "outstanding" by Ofsted, stating that we are "striving for excellence in all areas and are determined to ensure that all students achieve the best they can". Ofsted also recognised the "staff know and care about their students as individuals and are keen to develop their students as successful independent learners" and that "sixth form students are excellent role models for younger students in the school".

At Orleans Park we value the achievements of every student no matter what their abilities or talents. Young people are at the heart of all that we do. We are a truly comprehensive school and celebrate our diversity. Our high expectations of every student, and a caring, respectful and supportive ethos, ensure everyone can "be the best they can be". Ofsted recognised that "the very strong sense of community is palpable throughout the school". Our students know that care and support is always available.

As Headteacher, I'm extremely proud of our students. They are confident, articulate and thoughtful students who continually impress me with their talents and energy. We regularly celebrate the many and varied successes of individuals and groups, and are proud of our inclusive approach.

Our enrichment offer was recognised by Ofsted as "extensive & inspiring" and a key feature of what we believe is important for the personal growth of a young person. There are a wide range of opportunities, challenges and experiences outside of the classroom. We expect all our students to take part in at least one residential activity, either in the woods, by the sea or in the mountains. Student participation in extra-curricular activities is exceptionally high.

There are a wide range of trips and visits arranged each year, both in the UK and beyond. We encourage students to take part in our highly successful Duke of Edinburgh's Award Scheme.

Orleans Park has a strong sporting tradition. We believe it is extremely important to be active and involved in sport - whatever your ability. We are proud of our sporting excellence, which includes winning the Borough Athletics Championships for 34 consecutive years. We also enjoy a strong tradition of music, drama and art at the school.

Please explore our website as this will give you an insight into the vibrancy of Orleans Park:
www.orleanspark.school

Ms E Ball
Headteacher

Premises Manager**36 hours per week, 52 weeks per year****NJC Salary Scale P02 £34,884 - £38,883****Required as soon as possible****Permanent contract**

Are you looking to join an extremely popular & successful school, committed to providing the best opportunities to students & to developing the professional skills & career opportunities of its staff, within a supportive environment? If so, read on.

We are a happy, thriving, successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,300 students.

What we are looking for:

We are looking for an experienced individual to lead our team as Premises Manager. The successful candidate will be responsible for the upkeep, care, maintenance, health and safety and facilities management of the school.

We require an individual who will take pride in developing and maintaining our site and show initiative, work hard and have excellent punctuality and attendance.

The successful candidate will have:

- Planning and Project Management skills
- Experience of managing budgets
- Knowledge of Health and Safety legislation and requirements
- Relevant professional qualifications

What Orleans Park has to offer:

- a commitment to the professional development of all its staff
- employee assistance programme – supporting staff wellbeing
- situated on a 16-acre site close to the River Thames and the centre of Twickenham
- easy access to central London and excellent transport links for bus, train, Underground and Overground services
- close to the M3/M4/M25 with staff parking on site
- Local Government Pension Scheme
- staff travel card loans
- Cyclescheme

If you are interested in this position, please do apply today. We look forward to receiving your application.

Applications are shortlisted for interview as they are received so early application is encouraged.

Closing date for applications: 10am on Friday 15 January 2021

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure. Orleans Park is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. We are an equal opportunities employer.

THE POST

Job Title:	Premises Manager
Reporting To:	Support Services Manager
Responsible for:	Premises Assistants
Grade/Salary Range:	NJC Salary Scale P02 (Point 29 – 33) £34,884 - £38,883
Hours/Weeks:	<ul style="list-style-type: none"> • 36 hours per week (full year, 52 weeks) • Working hours to be agreed but will require flexibility • Annual leave - 26 days as minimum (increases after 5 and then 10 years of service)

JOB PURPOSE

To be responsible for all aspects of facilities and site management, including: security, cleanliness, portage, monitoring contracts/contractors, routine maintenance & refurbishment, minor repairs, organising quotes/tenders and contractors/workmen, project managing construction projects, and health & safety issues regarding the premises and facilities.

MAIN DUTIES AND RESPONSIBILITIES

General Responsibilities

1. To ensure effective management and maintenance of the buildings and school environment.
2. To create an effective Premises Team ensuring the growing needs of the school are met through training and development of the premises staff.
3. To delegate appropriate tasks to other site staff or outside contractors
4. To co-ordinate the Premises Department responsibilities for health & safety.

Specific Responsibilities

1. Premises Management

- To monitor and manage the day-to-day maintenance, repair and cleaning materials budgets (currently circa £50k p.a.).
- Monitor the work request procedures to ensure that day-to-day maintenance tasks and requests for minor works are undertaken expediently.
- To order and supervise repairs, and act as project manager for maintenance contracts and improvement schemes, ensuring best value for money is received.
- To award contracts for goods & services up to a value of £5,000 (in total) in accordance with the school's financial procedures and with the school's approved budget.
- To prepare documentation for tender or specifications of small to medium projects (in accordance with the current financial procedures), to evaluate bids from alternative bidders and recommend a preferred option for approval by the Headteacher/Governing Body. To read and challenge contractual arrangements and/or terms of business for all contracts awarded.
- To consider space utilisation/planning and furniture layouts to best accommodate the teaching & learning environments in school
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe, in a good state of repair and stocked with all necessary supplies.
- To manage and maintain the school's Premises Helpdesk system to manage and address staff requests for repairs/maintenance
- To monitor the grounds maintenance contract (and tree surveys) and ensure that those parts of the school grounds not covered by the contract are well maintained.
- To maintain good working relationships with school staff, leadership, local neighbours & others, and ensure open dialogue and communication with stakeholders is maintained
- To produce and publish a rolling programme of planned maintenance/repair and redecoration/refurbishment over the next 3-5 years, providing estimated costs as necessary

- Produce an audit of the school premises, showing the use and state of repair of all areas, to include heating, lighting, water systems, drainage, grounds, classrooms, etc
- Provide day-to-day detailed support for the management of major school building/ redevelopment projects and follow up on any action points attributable to the school.
- To ensure that the Premises Team works efficiently and effectively, produce appropriate individual staff worksheets, duty rota, annual leave rota, and attendance and punctuality records.
- Undertake the professional review and performance management of the Premises Team ensuring continuing professional development (CPD).
- To liaise closely with the Network manager on project planning & co-ordination.

2. Security & Fire Safety

- To be responsible for the maintenance of fire safety systems and security on the site and within the buildings, including contents and the monitoring of the CCTV service.
- Ensure the maintenance and testing of the fire and intruder alarms, and ensure annual inspection of fire prevention equipment.
- To be the main point of liaison, being on hand at the fire panel, with the emergency services in the event of an evacuation & to maintain contact (using walkie-talkies or similar) with the Headteacher managing the evacuation of staff & students.
- To be 'on call' in the event of any 'out-of-hours' emergencies and to maintain relationships with outside emergency services, as part of the Critical Incident Management Team.
- To be responsible for the opening and closing of the school at the beginning and end of the school day (this may be delegated).
- To be aware of all out-of-hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings (liaising with third parties as necessary). To liaise with school staff & hirers to advise if there are clashes of dates with hirers.
- To act (when called upon) under the instructions of the Critical Incident Management Team, and maintain an awareness of current procedures in place through the Headteacher/Senior Leadership Team.

3. General Site Duties

- To ensure the school is clean and tidy at all times - and presents a positive environment that is conducive to teaching & learning (e.g. litter picking, collecting and disposing of refuse, pest control, disinfecting bins as required, ensuring the cloakrooms/toilets are checked daily and maintained to a good standard).
- Manage the provision of portering and furniture moving services as required in order that school activities can proceed and that the front entrance of school is always clear and welcoming
- To set and monitor the school heating system and hot water systems, and to monitor energy consumption.
- In relation to the Cleaning Contract, to manage the on-site provision by the school's contractor, and agree with the Cleaning Site Supervisor a monitoring procedure to ensure the cleaning of the school meets the required standards. To monitor the Cleaning Contractor to ensure that cleaning equipment/products are not accessible by students and that hygiene standards are maintained.
- Produce a monitoring procedure for checking all areas of the school on a regular basis e.g. lights working, heating working, etc
- Produce a list of 'holiday' planned maintenance tasks & ensure these are delivered.
- Using the school financial management software (or other procedures in place from time-to-time), to raise purchase orders and approve invoices for repairs and maintenance items for the Premises Department. To manage within the approved budget for the year.
- To coordinate the provision of premises staff for weekend and out-of-hours school events liaising with other school staff and lettings, as needed.

- To maintain a log of all statutory inspections and checks carried out, and to further maintain a list of all repairs/improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept. To maintain all tools and equipment in good repair and arrange for the training of members of your team on their safe use.
- To prepare and maintain a schedule of routine and pre-emptive maintenance tasks, work and mandatory inspections.
- To write specifications, obtain tenders and quotes for goods and contracted services
- To authorise, note and report overtime worked by self and premises team

4. Health & Safety

- To undertake the day-to-day implementation of the school's Health & Safety Policy by ensuring good practice and consistency of approach to safety matters in relation to the school premises.
- Responsible for ensuring that all fire safety, security systems and building services are maintained in good working order, and for ensuring that correct procedures maintain a safe & healthy working environment (including legionellosis, asbestos and electrical equipment).
- To carry out day-to-day responsibilities for co-ordinating the Premises Departments H&S responsibilities, including fire alarm testing, water temperature testing, etc, and ensuring that all appropriate risk assessments are kept up-to-date.
- To act as Asbestos Duty Holder
- To monitor the H&S risks identified by members of staff at the school and take appropriate action.
- Carry out regular health & safety inspections and risk assessments.
- To ensure that all contractors are assessed for suitability and health & safety arrangements (normally using CHAS) and their performance is monitored. Similarly to ensure correct child protection/safeguarding arrangements are in place and liaise with the school's HR Manager.
- To ensure that all contractors and visitors are made aware of the H&S requirements of the school when signing in or out.
- To undertake Emergency First Aid at work training

General Duties

- To be aware of and comply with School policies and procedures, including those relating to child protection, health and safety, security, equal opportunities, diversity, confidentiality and data protection, reporting all concerns to the appropriate person.
- To undertake other such duties as required by your line manager commensurate with the seniority of the post, in particular undertaking duties as directed. The Job Description will be subject to periodic reviews to fit in with the needs of the school and provide development opportunities, as appropriate. It is not a comprehensive set of tasks, but sets out the main expectations of the school in relation to the postholder's responsibilities at this time.
- To attend relevant training and development courses as required and identified through the Performance Development process and to develop the Premises Team.

Key measures of success for the Premises Manager

1. **Available & fit-for-purpose.** To ensure that the school site is available at all times (24/7), compliant with all health & safety and other relevant regulation and guidance, and is presented as a clean and tidy, purposeful place for teaching & learning.
2. **Costs on budget.** To ensure that all premises related costs are managed in line with the approved budgets, value for money is obtained through effective procurement and projects are delivered on time. Where appropriate, lettings are undertaken cost-effectively to maximise income.

3. **Business continuity/disaster recovery.** To have plans in place to maintain the school's operation & service provision in the event of any incident/accident.
4. **Innovation & on-going development.** To demonstrate on-going development of the school's accommodation in support of teaching & learning (following the Facilities Masterplan and the School Development Plan).
5. **Service levels match expectations.** Stakeholders, particularly teaching staff, are satisfied with the premises service provision. Successful line management that enhances high team morale and staff development.

PERSON SPECIFICATION

Skills

Planning and Project Management Skills	Essential
Financial Planning and Negotiating Skills with the ability to manage a budget	Essential
Change Management and ability to drive change	Desirable
Ability to search for solutions to seemingly complex issues	Essential
Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
Ability to influence people who are not part of your team	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external 3rd parties	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Excellent IT skills including knowledge of GSuite	Essential

Knowledge Base

Knowledge of relevant health and safety requirements	Essential
Essential Understanding of child protection issues	Essential
Knowledge of routine preventive maintenance	Essential
Educated to A Level and above	Desirable
Relevant professional qualifications (facilities management/project management or similar) or willingness to undertake qualification	Essential
Up to date First Aid at Work Qualification (school can arrange)	Essential
Full driving license preferably with D1 Essential Experience	Essential

Experience

Experience of project management and change management	Essential
Experience of managing budgets	Essential
Experience of managing staff	Essential
Experience of managing facilities in a school	Desirable
Experience of managing 3rd parties	Essential

Attitude/approach

Honesty and integrity	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable	Essential
Well Presented	Essential
Flexible over working hours according to the needs of the school	Essential

YOUR APPLICATION

Please submit:

- 1. A completed Support Staff Application Form**
- 2. A supporting statement** (Section 5 of the application form) with an explanation of your own particular strengths and qualities with relation to the job description.

Shortlisted candidates will be invited to tour the school and to talk to colleagues before the formal interviews begin.

Please do not hesitate to contact the school if there is anything you wish to discuss before submitting your application.

Elaine Ball
Headteacher

December 2020



Safeguarding Statement

The governors and staff of Orleans Park fully recognise the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff and governors believe our school is a place where students feel secure, are encouraged to talk, are listened to and are safe. We shall provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Mr Gladstone is our Designated Safeguarding Lead who has been nominated to liaise with the LADO, when necessary.

The aims of the policy are to:

- Protect young people at our school from maltreatment
- Prevent impairment to the health or development of our young people
- Ensure that all young people at our school grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

We believe that everyone who comes in contact with young people and their families has a role to play in safeguarding them.

The elements of our policies are: prevention, protection and support.

For details of the full policy, please see the school website:

<http://www.orleanspark.school/policies-and-procedures/11241.html>

September 2020