



Ravenstone PRIMARY SCHOOL

Candidate Information Pack

Premises Manager
August/September 2024



WANDLE
LEARNING
TRUST



Welcome and thank you for taking the time to explore and consider Ravenstone for your future. I hope that this application pack gives you everything you need to consider working with us.

Ravenstone is a fantastic school. Every child that steps through the gates is welcomed into an aspirational, creative community that focuses on allowing children to flourish as individuals and reach their potential academically.

We are delighted that you have taken the time to request a candidate pack and show an interest in the role advertised at our school. This is truly a special school and we are looking for someone special with great qualities and enthusiasm to work closely with our team on our journey ahead.

Please do get in touch if you require any more information. We warmly welcome you to come and visit Ravenstone, meet our children and staff and have a chat to see if this is the place for you! We look forward to you applying for the post.

Francis O'Kane

A handwritten signature in blue ink that reads 'F O'Kane'.

Headteacher



About Ravenstone

Ravenstone is a primary school in Balham, that forms part of the Wandle Learning Trust. The school has served the local community for the last 100 years. We are conveniently placed for public transport links - Balham main line train and tube station is 3 minutes away with easy access to all of London, Kent, Surrey and Sussex. We also have parking available onsite. The open space of Tooting Bec Common and the vibrant Balham centre are a few minutes from the school.

School organisation

There are approximately 400 children on roll including full-time and part-time nursery children. These are arranged in 14 classes and the nursery. We are a two form entry school. We are also very proud to have an autism resource base as part of our school where we nurture and cater for 18 children with autism. This is called our HIVE.

Autistic hub (The Hive)

The Hive is a unit for children on the autism spectrum at Ravenstone Primary School. We opened in November 2017. We educate and nurture 18 children from reception to Year 6. Children in The Hive have opportunities throughout the day to access mainstream education, with support from the specialised ASD trained staff.

School focus

We are committed to the continuous improvement of every aspect of school life for children at Ravenstone. We seek to deliver an outstanding educational experience of the highest quality for children of diverse backgrounds and abilities. Enthusiasm, enjoyment, creativity, imagination and high expectations of both pupils and staff are at the centre of a wide variety of learning activities.

Our school vision is 'Children reaching their potential in the heart of the community' and our core values are Happy, Kind, Creative, Honest, Determined and Respect. You will see the school values characters around the school and in all classes and they are spoken about each day, in class, in the playground and in assemblies. We promote our values in everything we do and we strive to allow our children to be confident individuals who understand themselves and will grow into well rounded adults who add to the world we live in.

As a school we focus on developing the adult as much as the child. We believe if every member of staff is the best they can possibly be while constantly looking at ways to improve then this will provide our children with an outstanding environment to learn within. We are extremely fortunate to be a part of the Wandle Learning Trust and all that it has to offer including the Teaching school and English and Maths Hubs and lots of professional development opportunities working alongside our colleagues in Chestnut Grove, Chesterton Primary and Paxton Academy.

Our ultimate aim is to become outstanding and continue to become a centre of excellence within the local community and beyond.



Hannah Happy

Community

We are proud to serve and be supported by our community. We offer a vibrant and rewarding environment with a committed team of hardworking staff, supportive governors and enthusiastic parents. The children are happy and keen to learn. We pride ourselves on the friendliness, confidence and character of our children.

The partnership between school and home is very important to us. We value parental involvement and have a thriving parents' and carers' association, Friends of Ravenstone, which organises social events and raises funds for the school which are used to enhance the children's educational experience. Recently funds have been used to develop our music provision, a state of the art sensory room for Early Years, the redevelopment of parts of the playground, the purchase of IT equipment and contributions to school trips and school journey.

We welcome volunteers from both the parent body and the local community to help in the school with reading, gardening, chess and newspaper clubs.



Curriculum enrichment/Ravenstone Entitlement

The Ravenstone entitlement is an offer to every child in the school. This offer includes at least one external trip, one inspirational internal visit and a curriculum themed day every term. We believe that every child deserved to learn in an engaging and purposeful learning environment that inspires them to become curious and ambitious.

Ravenstone celebrates each child's participation and achievement in a wide range of activities including languages, food, art, sport, music and dance. We want all pupils to experience London's rich diversity and we organise school trips as well as visits to the school by outside speakers.

Sport is one of the cornerstones of the school's identity. We are fortunate to have a full time dedicated sports teacher and part time dance teacher and Ravenstone regularly excels in inter-school competitions. We have represented Wandsworth in athletics and swimming at the London Youth Games. Though competition is encouraged, children understand that sport is primarily undertaken for enjoyment and can be accessed by all, regardless of ability or experience.



Dorothy Determined

About the Trust



As part of Wandle Learning Trust Ravenstone Primary School enjoys the support of our teacher and curriculum development arm, the Wandle Learning Partnership. Our Partnership consists of Department for Education designated Teaching School, English and Maths Hubs.

The Partnership is also home to Little Wandle Letters and Sounds Revised a DfE-validated SSP developed by our Trust schools in partnership with Little Sutton Primary School. As well as supporting schools both regionally and nationally our Partnership offers unique opportunities to all Trust staff to develop their subject and leadership skills. Each of the Heads within our schools has the opportunity to shape and deliver high profile school improvement work that benefits their own school as well as hundreds of others.



London South West Maths Hub is also part of Wandle Learning Trust, working in partnership with Wandsworth Local Authority. The Hub - run out of Chesterton Primary School - is one of 34 Maths Hubs awarded across the country by the Department for Education. This means that Ravenstone Primary School staff and pupils benefit from the support of consistently outstanding maths provision.



The London South West Maths Hub aims to support schools in five boroughs (Wandsworth, Merton, Sutton, Kingston, Richmond) through a range of national and local projects each year. The core purpose of the Hub is to engineer a school-based support network to develop Mastery style teaching at all levels of education.



Partnering with UCL, our Teaching School Hub delivers the Early Career Framework and new NPQs, as well as a suite of targeted CPD.

EnglishHubs

Wandle at Chesterton Primary

Ravenstone Primary School staff and pupils also have the support of Wandle English Hub - a status awarded to Chesterton Primary School on account of outstanding English teaching and learning. The Hub works with 16 boroughs across London supporting schools to achieve excellence in early literacy teaching.



Our DfE-validated SSP Little Wandle Letters and Sounds Revised has been developed by Wandle Learning Trust schools in partnership with Little Sutton Primary School and is currently used by more than 4,500 schools across the country to teach early reading.

RAVENSTONE PRIMARY SCHOOL

Premises Manager

August/September 2024

Contact us:

Telephone:
0208 673 0594

Email:
ppatel@ravenstoneprimary.org.uk

JOB DESCRIPTION

POST	Premises Manager
GRADE	Scale 5 SCP 12-15
CONTRACT	Full Time - All Year Round
RESPONSIBLE TO	Head of Estates
REPORTS TO	Headteacher

CONTEXT

Ravenstone is a distinctive inner-city primary school situated in the heart of Balham, southwest London. We are committed to supporting children to meet their full potential in the heart of the community. Everything we do is under pinned by our school values: **Happy, Kind, Honest, Creative, Determined, and Respectful.**

PURPOSE OF THE ROLE:

The Trust's Premises Team are responsible for ensuring the effective and efficient operation of its schools in regard to maintenance, security, cleanliness, and safety.

In addition to the role's standard tasks and responsibilities the role holder will, on a daily basis, liaise with the school office to ensure the site is ready to provide the best educational environment for its staff and children.

The role is central to the delivery of a safe, secure, and inspiring educational environment and the Site Manager role requires a reliable, proactive, and committed person who can work as part of a friendly and professional team.

1. KEY RESPONSIBILITIES AND TASKS:

To ensure that the school is an inviting and purposeful learning environment that allows children to reach their potential while inviting all visitors to feel inspired and welcomed at all times. To perform duties which deliver a high-quality day-to-day operation and maintain the fabric, furnishing and equipment of the school in line with the Trust's policies - to include:

- 1.1 To take a lead role in the planning, development, design, organisation and monitoring of all systems and procedures relating to the school site.
- 1.2 In conjunction with the Headteacher and the Office Manager, to ensure that Health & Safety remains a daily priority throughout the site, taking appropriate action as necessary.
- 1.3 To carry out daily site inspections before children and parents arrive on site, dealing immediately with any issues that arise.
- 1.4 To carry out the necessary procedures in the event of fire, flood, breaking and entering, accidents, or major damage.
- 1.5 To act as a lead Fire Marshall and to be an integral part of the site's critical incident response processes.
- 1.6 To assist in the monitoring of all premises contracts ensuring the delivery of the standards laid down in such contracts and reporting any material concerns.

- 1.7 To be the main point of contact for all contractors, ensuring suitable and sufficient safety measures are in place and that good communication has taken place to ensure activity causes minimal disruption to the school.
- 1.8 To carry out any urgent cleaning duties during the school day, e.g. removal of body fluids, broken glass, flood damage etc. and cleaning of areas for use by outside agencies during the school day.
- 1.9 To ensure communal facilities are well stocked and fit for purpose throughout the day.
- 1.10 To move and distribute furniture, equipment and stores as required, assisting in checking, recording and distribution of deliveries.
- 1.11 To set up venues for assemblies and meetings as needed.
- 1.12 To ensure the requirements of maintenance systems are kept up to date in terms of the timely organisation and recording of all planned preventative maintenance activity and subsequent remedial work.
- 1.13 To regularly inspect the site and complete the appropriate standard proforma in line with Trust policy (security systems, working at height, COSHH, asbestos, water systems, doors and windows, roofs) and to report, and where appropriate, escalate any noted defects.
- 1.14 To produce and review risk assessments as required under the Trusts Health and Safety, and Premises Management policies.
- 1.15 To ensure all restricted areas (plant rooms, risers, electrical intake) are kept clear, clean and safe at all times.
- 1.16 To undertake weekly testing of the fire alarm system and record those tests as per policy.
- 1.17 To carry out minor decoration and maintenance to the building fabric and furnishings with appropriate tools and equipment and further training when necessary.
- 1.18 To undertake all required role specific training and wider Trust training as appropriate.
- 1.19 To assist in the preparation of documentation for tender or specification of small to medium projects and ensure compliance with the CDM regulations.
- 1.20 To be responsible for operating boiler and ventilation systems and ensuring that they are properly controlled to optimise energy efficiency.
- 1.21 To assist the school in maximising revenue from lettings and ensuring the site is prepared for any external use in liaison with the school office.
- 1.22 To assist the Head of Estates in developing appropriate revenue and capital budgets to facilitate the school improvement plans of the Headteacher and the wider Estates Strategy.
- 1.23 To manage the flow of work requests to ensure appropriate communication and resolution as per agreed response times.
- 1.24 To assist the Head of Estates to maintain and manage the school's asset registers to ensure continuity of information in terms of decommissioning, tagging, and life cycle replacement.

This job description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed. Such variations cannot of themselves justify a reconsideration of the grading of the position. Please note that the role may require occasional out of hours work or weekend attendance to help manage projects or lettings activity.

GENERAL RESPONSIBILITIES:

- a) To comply with the Trust's Health and Safety policy at all times, ensuring issues are raised or reported as required to senior management or Health and Safety representatives.
- b) To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- c) To be fully aware and understand the duties and responsibilities pertaining to the Children's act 2004 in relation to child protection and safeguarding children and young people.

- d) To be aware of the principles of safeguarding as they apply to vulnerable adults.
- e) To be aware of and support difference and ensure equal opportunities for all.
- f) To play a full part in the life of the school community, to support its ethos and to encourage students, staff, and colleagues to do the same.
- g) To engage actively with the performance review process and take responsibility for personal development
- h) To undertake any other premises duties to comply with any reasonable request commensurate with the role

CONDITIONS OF SERVICE:

1. 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 appointed interview.
2. Because this post allows substantial access to children, candidates are required to undergo an enhanced DBS (Criminal Records Bureau) check.

Person Specification

Premises Manager

	Essential	Desirable
Qualifications		
Maths and English GCSE or equivalent		✓
Experience		
Experience of managing site services in a school or similar establishment		✓
Experience of managing contractors or contracts		✓
Experience of site maintenance competences (trades)	✓	
Skills		
Experience of using Outlook, Word and other IT packages	✓	
Excellent organisational skills		✓
Electrical and/or plumbing and/or carpentry skills/certificates		✓
Training in relevant H&S areas (asbestos, fire safety, etc)	✓	
An appreciation of carbon reduction		✓
Ability		
Ability to undertake risk assessments	✓	
Ability to draw up a schedule of tasks	✓	
Ability to communicate effectively orally and in writing with staff at all levels and outside agencies	✓	
Ability to direct the work of others as appropriate	✓	
Ability to interact in a positive way with primary age children their families/carers	✓	
Ability to maintain confidentiality at all times	✓	
Ability to manage own work load effectively	✓	
Ability to respond swiftly and effectively to the unexpected	✓	
Knowledge		
Knowledge of Health and Safety Legislation	✓	
Knowledge of Equal Opportunities	✓	
Knowledge of safeguarding legislation and practice within schools		✓

School visits are warmly welcomed and actively encouraged. Please call the school office on 0208 6730594 to arrange a time to come visit us and meet the children, staff and talk to the headteacher.

To apply please complete the application and email it to our HR manager:
Piyush Patel - ppatel@ravenstoneprimary.org.uk

Closing date: Wednesday 26th June 2024 9:00am

Shortlisting: Friday 28th June 2024

Interviews: Week commencing Monday 1st July 2024

Start Date: August/September 2024

Suitable candidates may be interviewed before the closing date and the school reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. CVs are not accepted.