



Falconbrook Primary School

# Premises Manager Application Pack

**Closing Date:** 9am 11<sup>th</sup> December 2020

**Interviews:** w/b 14<sup>th</sup> December 2020

**Start Date:** 1<sup>st</sup> January 2021



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## Introduction

Falconbrook is a happy and caring school with a strong sense of community. We enjoy working, learning and celebrating together. The children at Falconbrook are a delight. The staff team are dedicated and committed to providing our pupils with the best educational opportunities possible.

We are an aspirational school and have high expectations for both the education and behaviour of all of our pupils. We strive for excellence for all members of our school community.

There is an aspiration to develop the school site including the outdoor areas, the Premises Manager will be expected to assist with seeking funding for the improvements.

The school plans to start letting space in the building in the evenings, weekends, and school holidays. The Premises Manager will oversee this letting process which may lead to line management of additional staff.

Falconbrook is a happy and successful multicultural school in the Winstanley Estate in Battersea, South West London a few minutes from Clapham Junction station.

There is an opportunity for this to become a residential role in the future.

School Code of Conduct
<ul style="list-style-type: none"><li>• We treat everybody with equal respect.</li></ul>
<ul style="list-style-type: none"><li>• We use good manners.</li></ul>
<ul style="list-style-type: none"><li>• We are kind and helpful to everyone.</li></ul>
<ul style="list-style-type: none"><li>• We treat people's belongings and school equipment with care and respect</li></ul>
<ul style="list-style-type: none"><li>• We work hard in all of our lessons, and always try to do our very best in all of our work.</li></ul>



- We take responsibility for our own behaviour. If things go wrong, we understand that it is our responsibility to make things right again...even when this is hard to do!



# Vision and Values

## Respect – Care – Aspire

### Vision

We want Falconbrook to provide a caring, safe and inclusive environment which supports creativity and encourages the aspirations of our children and our community.

We want our children, our staff and our communities to develop and achieve – constantly learning, reflecting and innovating so that we are delivering our best, and our best keeps getting better.



### Values

- Respect, so that our children, our families and our staff feel safe and welcome.
- Equality, so that differences are embraced, and everyone is included and celebrated
- Kindness, so that Falconbrook is a place where everyone feels safe, nurtured and happy and enjoy making others feel the same way too
- Honesty, so that our children know the importance of being trustworthy, reliable and fair
- Responsibility, so that our children demonstrate the right learning and social behaviours, and make a positive contribution to their families, community and society
- Determination, so that everyone thinks with a growth mind-set and doesn't give up even when things get hard.



## Advert

We are looking to appoint a proactive, enthusiastic and motivated Premises Manager, as part of our friendly team. You will need to be trustworthy, flexible, take pride in your work and be able to work with all members of the school community. You will work under the direction of the Business Manager with responsibilities for caretaking of the school site to ensure safety, security and sound condition of the grounds, facilities and Victorian building.

You will have a good standard of education, experience using databases and compliance systems with a good level of IT. You must possess a proven working knowledge of general and grounds maintenance, decorating and caretaking. The position will require a good knowledge and experience of Health & Safety legislation.

You should enjoy working within a diverse multicultural community and take pride in ensuring the school always looks its best.

### Salary and terms of employment

- Permanent Contract
- 36 hours a week, all year round
- Split shift – hours of work to be agreed week by week including evening and weekend work to accommodate lettings
- Annual Leave entitlement: 30 days plus bank holidays
- Local Authority contributory pension scheme
- Salary Scale 6 - £29,544 - £30,618pa

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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. An enhanced DBS check is required for this position.



# Job Description

## Main Purpose of Job

Responsible to the Business Manager, Head Teacher and Governing Body for the efficient and effective management of the site and related functions:

- Understand and support the visions, values and aims of the school
- Be accountable for the general maintenance and upkeep of the site and buildings, managing building and repair works. Keep accurate and appropriate logs, records and reports
- Take responsibility for the security of the site from the start to the end of the day
- Take a lead role in Health and Safety and be responsible for monitoring, evaluating and updating the relevant policies and procedures
- Responsible for maximising resources for the site and sourcing opportunities to benefit from volunteers, donations (monetary and materials), schemes, grants, sponsorship, fundraising and business and community support
- Prepare a 3-5 year site maintenance and development plan to improve the presentation and infrastructure of the grounds and buildings
- Promote neighborhood and local business involvement to develop the aspiration for the school to become a hub of the community. Maximise the use of the site, including managing lettings which may be in the evening, weekends or school holidays.

## Organisational Effectiveness

Lead on Site Management in a way that secures organisational effectiveness and continuous improvement:

- Understand and adhere to safeguarding principles and practices in the school and report any concerns to the Designated Safeguarding Lead
- Conduct yourself in your work to reflect the ethos of the school and its commitment to achieving good outcomes for all of the pupils.
- Comply with systems, policies, procedures and resource constraints
- Ensure that the site is managed lawfully, ethically and morally
- Understand, support and contribute to the school's self-evaluation process and school development plan
- Monitor the day to day management of the maintenance and cleaning budgets and seek ways to supplement these
- Ensure the school gets the best value when ordering goods and services making savings where possible
- Implement the 'Every' compliance management system and maintain the quality of the data ensuring it is functional as the central recording system for all premises activities, contract, and compliance.

## Building and Site Maintenance

Manage a range of services to ensure the school is a clean, warm, safe and secure environment to work:



- Carry out minor repairs to the site such as adjustments to doors and windows, replacement of locks, board up or replace windows, general carpentry repairs, change tap washers, replace light diffusers etc.
- Supervise work completed by approved contractors ensuring they are carried out to the correct standard.
- Operate and check boiler and ventilation systems and ensuring that they are maintained to the correct standard including checking automated systems, time clocks etc.
- Assist with the receipt, distribution, collection and dispatch of goods.
- Organise the movement of furniture within the building.
- Maintain and arrange orderly and secure storage of supplies.
- Check the intruder alarm system at regular intervals ensuring that they are serviced by the approved contractor, testing intruder alarms weekly and keeping records of this testing.
- Work collaboratively with the cleaning contractor ensuring regular cleaning and specialised cleaning is carried out to the desired standard at the relevant times
- Monitor the standards of the cleaning contractor, reporting defects and concerns to the central management team.
- Take steps to keep the premises free from infestation from pests and vermin.
- Carry out emergency cleaning duties during the school day e.g. removal of body fluids, broken glass, flood damage, etc.
- Maintain school grounds to high standard, including school perimeter
- Plan and manage relevant services and contractors to ensure agreed standards are met for repairs, emergencies and general maintenance and that services are delivered on time and within budget
- Monitor projects and contracts in a planned way
- Take actions to keep drains, downspouts, waste pipes clean and clear of blockages
- General housekeeping, DIY, weeding, cleaning and general caretaking activities
- Deal with problems and assess risks, implementing risk management policies as required and review/update risk assessments annually.
- Recommend and implement actions arising from risk assessments, action plans, audits, inspections, and improvement plans.
- Security tag school equipment and maintain an asset register
- Develop a 3-5 rolling programme of decoration and refurbishment and site improvements

## Health, Safety and Security

Ensure that the premises meet the required standards for Health, Safety and Security and that robust monitoring takes place in order to secure the highest standards and continuous improvement:

- Identify your, and the school's, responsibilities and liabilities under Health and Safety Legislation, environmental and quality standards, and keep yourself up to date with them
- Review Health and Safety, environmental and quality responsibilities to ensure they are consistent with legal and school policy, requirements and expectations
- Assess the resources required to meet Health and Safety, environmental and quality standards and ensure they are in place. Communicate to relevant people in the school responsibilities and liabilities for meeting legal, regulatory and internal requirements.





- Review and update the written Health and Safety policy that aims to minimise risks to others. Demonstrate that your own actions reinforce the policy statement.
- Ensure appropriate systems and procedures are in place and identify where improvements can be made to health and safety, fire protection and environmental impact and quality and recommend actions for change
- Check fire appliances at regular intervals ensuring that they are serviced by the approved contractor, testing fire alarms weekly and keeping records of testing and evacuations.
- Ensure adequate security of the building and premises at all times including CCTV
- Is a registered key holder and ensures the security of the premises by unlocking and disarming the alarm at the beginning of the day and locking up and setting the alarm at the end of the day.
- Attend the premises when alarm is triggered, out of hours and liaise with Police as necessary to ensure the premises are secure.
- Undertake regular health and safety checks relating to legionnaire testing, playground and sports equipment and potential unsafe practices
- Take daily step to ensure that the premises are free from hazards and safe, warm and secure for pupils, staff and visitors.

### **Manage resources efficiently**

Develop effective strategies for energy and resource management that reduce the organisation's carbon footprint and encourage the efficient use of natural resources:

- Propose and implement long-term benefits to improve energy efficiency of buildings and facilities
- Ensure that those responsible for procurement consider energy efficiency and sustainability as a priority, regarding issues such as building fabric and insulation
- Minimise demands on natural resources such as water and energy
- Make the most efficient use of materials, equipment and consumables and maximize opportunities to use donations and volunteers
- Encourage and manage recycling across the organization
- Adopt an approach to site management that impacts positively on the local and wider community
- The school premises may be used during evenings and weekends for school activities or outside hire. The post holder will be expected by mutual agreement to attend during these events or lettings.
- Research and introduce opportunities to maximize funding and so the school can benefit from local businesses, corporate social responsibility funds, grants, sponsorship and donations.

### **Professional Relationships**

Develop productive relationships with others when managing the site:

- Consult and communicate effectively with stakeholders in the school (including children, relevant colleagues, line manager, parents and contractors)
- Developing strong community links and partnerships with neighbours, local businesses and community groups
- Manage conflicts, misunderstandings and disagreements to ensure that the school's needs are met and the respectful ethos of the school is upheld
- Setting appropriate professional boundaries and staff, parents and children



- Reflect on the effectiveness of professional relationships and identify where improvements can be made
- Be discreet and maintain confidentiality as necessary
- Seek line manager support where necessary and appropriate

### **General duties**

- Play an active role in the life of the school and contribute to the ethos of the school
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people
- To ensure that the Designated Safeguarding Lead is made aware and kept fully informed of any concerns which the post holder may have in relation to safeguarding and/or child protection.
- Attend relevant meetings as required.
- Treat all stakeholders of the school with courtesy and consideration.
- Undertake such other duties as the Business Manager or Head Teacher from time to time may direct

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.



# Personal Specification

## Experience

Facilities Management experience essential, ideally in a school  
Handy person experience preferred

## Qualifications/Training:

- Maths and English O'Level or equivalent
- Willingness to undertake induction training.
- Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these.

## Knowledge/Skills:

- Aptitude and willingness to contribute to the life of the school
- Examples of a hands on approach needed to enthusiastically support the changing demands of the post
- Physically fit and well to fulfill the physical activities required by the post
- Experience managing lettings an advantage
- General knowledge of basic plumbing, electrical, decorating and DIY
- Knowledge of health and safety legislation, procedures and precautions including an awareness of COSHH regulations
- Excellent communication and negotiating skills with the capacity to adapt to changing and conflicting demands
- Sound IT skills, including previous use of compliance systems
- Ability to gather information, analyse data and problem solve
- Ability manage own time effectively by prioritising workflow whilst maintaining a flexible approach to respond to urgent requests
- Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
- Awareness of health and hygiene procedures and managing cleaning contracts
- Meets the ever changing needs of the school by seeking and undertaking relevant training and development

Please be clear in your personal specification how you meet the criteria in this personal specification and include examples.



## How to apply



Wandsworth  
Application form.do

Applications must be made using the Wandsworth Application form and will not be accepted in any other format. Please ensure your personal statement clearly identifies how you fulfill the requirements of the personal specification. Your completed application should be returned to the Business Manager at [sbm@falconbrook.wandsworth.sch.uk](mailto:sbm@falconbrook.wandsworth.sch.uk)