



# Sandbach High School and Sixth Form College

an ambitious school  
with kindness at the heart of our high expectations

## Application Pack - Premises Manager

Thank you for your interest in our vacancy.

The following information contains further details including the job description and person specification.

<b>Appointment Type</b>	Permanent
<b>Start Date</b>	1 <sup>st</sup> February 2021 or as soon as possible
<b>Hours</b>	37 hours per week Monday to Friday Whole year
<b>Salary Scale</b>	Sandbach High School and Sixth Form College pay scale Grade 9 £32,300 - £35,782
<b>Closing Date</b>	Tuesday 4 <sup>th</sup> January 2022
<b>Interview Date</b>	TBC

Sandbach High School and Sixth Form College is committed to the safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful candidate will be subject to an enhanced check by the “Disclosure and Barring Service” along with other stringent vetting and induction processes.

Application forms can be accessed from [www.sandbachhigh.co.uk](http://www.sandbachhigh.co.uk)

# Job Description

# Premises Manager

**Responsible To:**

**School Business Manager**

## 1 BASIC JOB PURPOSE

To undertake all premises and building management activities required to ensure that the school premises and grounds are maintained in a safe and secure state.

To support the Senior Leadership Team and other teaching and non-teaching staff in having day-to-day responsibility for ensuring full compliance with Health & Safety legislation.

## 2 MAIN RESPONSIBILITIES

### NO

- 1
  - To develop and maintain a costed medium-term planned maintenance and premises improvement plan to aid the school's budget planning process and provide an action plan against which progress is monitored and regularly reported to the school's Leadership Group / Governors.
  - To act as a member of any sub-committee appointed by the Governing Body to deal with premises-related issues.
  - To manage all premises related budgets to ensure that they are used wisely and for their intended purpose.
  - Raise any potential budget overspends with the Business & Support Service Manager to enable prompt remedial action to be taken to correct the situation.
  - To procure premises-related goods and services in accordance with Best Value principles and the County/school's financial regulations and procedures.
  - To investigate potential streams of external funding for financing improvements to the school's premises and grounds.
  
- 2 To be responsible for promoting and monitoring adherence within the school, on a day to day basis, to best practice on health and safety matters. This wide-ranging duty to encompass:-
  - Actively participating in identifying and addressing hazards in the workplace and taking immediate action to minimize any potential danger to members of staff, pupils and visitors to the school
  - Ensuring the adequacy of first aid services provided within the school including the line management of the designated principal first aider
  - Ensuring that fire alarm and firefighting equipment are routinely inspected as required. Also, developing, maintaining and testing the school's emergency evacuation procedures

- Ensuring that the school's electrical systems and appliances are inspected as required and taking appropriate actions based on the results of the testing
- Recruiting, organising and monitoring the performance of the school's midday supervision staff to ensure the safety and welfare of pupils during their lunch break
- Managing and developing the security of the site both during and outside school opening hours
- Acting as the school's nominated Fire Officer, ensuring fire safety equipment is properly maintained and evacuation procedures are in accordance with fire regulations
- Ensuring that the school takes reasonable steps in improving facilities for people with disabilities, for compliance with the Disability Discrimination Act 2002.

**3** To recruit, motivate, train and direct the school's caretaking staff and Midday Assistants to ensure that they work efficiently and are effectively deployed.

To monitor the work of all contractors engaged by the school, including those providing catering, cleaning and grounds maintenance services, to ensure that they fully discharge their contractual obligations.

**4** To devise and maintain an asset replacement programme in liaison with the School Business Manager.

To ensure that the school maintains accurate and adequate records of its assets, which are updated promptly for acquisitions and disposals and subject to an annual, independent check by someone who is not involved with its maintenance. Ensuring that an up-to-date copy of the school's asset register is held off-site.

To develop and implement strategies to minimise the environmental and ecological impact of the school and its operations.

**5** To identify and fulfil personal development needs to ensure that the Job Holder keeps abreast of best practices in premises management for potential deployment within the school in liaison with the School Business Manager.

**Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy, the job holder will undertake such work as may be determined by the Headteacher/Trustee Board from time to time, up to or at a level consistent with the main responsibilities of the job.**

**This job description will be reviewed where necessary 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; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.**

## Person Specification

## Premises Manager

### Essential

### Desirable

### How identified

Application

#### Qualifications and Training

- GCSE at Grade C/5 or equivalent in Maths and English
- A working knowledge of the major trades and new construction processes and procedures.

#### Skills and Knowledge

- Project management skills
- Understanding of Health & Safety legislation (including COSHH)
- Fully conversant with premises compliance e.g. Legionella, Asbestos, Electricity at Work regulations etc.
- Understanding of how to manage budgets effectively.
- Proven ability to manage, develop and motivate a team.
- Good knowledge of Microsoft packages, Word, Excel spreadsheets, and Outlook.
- Excellent communication skills.

- Experience of management in a similar environment.

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#### Personal Qualities

- To be able to work as part of a team and build positive relationships with the whole school community and external providers.
- An ability to take initiative and seek advice where appropriate.
- Energy and enthusiasm.
- Commitment to safeguarding and promoting the welfare of children and young people.
- A commitment to continue own personal development.

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## **All staff at Sandbach High School and Sixth Form College are expected:**

- To adhere to the school's corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
- To set a personal example that contributes to the positive ethos of the school
- To be committed to the life of the school and to support its distinctive mission and ethos
- To behave at all times in accordance with the school's values
- To agree annual performance targets with their Line Manager
- To promote the school favourably in the community
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

### **Safeguarding**

- Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

### **Health & Safety**

- The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

### **Policies & Procedures**

- The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Equality Act 2010**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post

For further information or to arrange a tour of the school, please contact Mrs Helen Hulse, School Business Manager on 01270 765031 or email [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

Thank you for your interest in our school.

We look forward to receiving your application.

All applications should be emailed to [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

<b>Closing Date</b>	Wednesday 24 <sup>th</sup> November 2021 at noon
<b>Interview Date</b>	Monday 29 <sup>th</sup> November