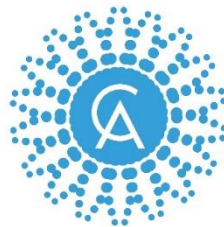


# Premises Manager Application Pack



**CONCORDIA**  
ACADEMY

**Location:** Concordia Academy Union Road, Romford RM7 0HG

**REAch2 Registered address:**

**REAch2 Academy Trust**  
Henhurst Ridge Primary Academy  
Henhurst Ridge  
Branston  
Burton-Upon-Trent  
DE13 9SZ

[www.reach2.org](http://www.reach2.org)



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## Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate,

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust has academies based all across England and includes schools at various stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive, REAch2 Academy Trust

## The application process

You are invited to submit an application form, which is available together with this document.

REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form separately with their application.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact: Raheel Akhtar, Headteacher

Email address: [info@concordiaacademy.co.uk](mailto:info@concordiaacademy.co.uk)

Completed application forms and equal opportunities monitoring forms should be sent to:

**Raheel Akhtar**  
**Concordia Academy**  
Union Road  
Romford  
RM7 0HG

**Email:** [info@concordiaacademy.co.uk](mailto:info@concordiaacademy.co.uk)

**Closing date for applications** – Thursday 11<sup>th</sup> July 2019

**Interviews** – Friday 12<sup>th</sup> July 2019

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

## About the role

### Premises Manager

**Full Time: Grade 3 Points 5-9 (£21,591 - £23,187)**

**(Salary dependent on skills and experience)**

Concordia Academy opened as a new free school in 2016 as part of REAch2 Academy Trust. From September 2018, we moved into our superb new purpose built site on Union Road in Romford.

We are looking to appoint a hardworking, skilled, dependable and self-motivated individual to join our fantastic team. We require someone who will contribute to the smooth running of the school by organising and undertaking the caretaking, maintenance, cleaning and security of the school site, equipment and grounds. The successful candidate will have caretaking or general maintenance skills together with a knowledge of Health & Safety legislation and procedures. They will also be flexible in their approach, energetic and be keen to work as part of our school community.

Experience of a similar role within a school will be a significant advantage, but not essential.

Visits to the school are warmly welcomed. To arrange a visit or for further information please contact the school on 01708 932710 or email us at [info@concordiaacademy.co.uk](mailto:info@concordiaacademy.co.uk)

**We are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undertake a DBS check. We are an equal opportunities employer.**

## Background on REAch2

Founded in 2012, REAch2 Academy Trust is the largest primary-only academy trust in the country. We are a growing charitable organisation currently supporting over 50 primary academies across England.

We are a family that delivers school to school improvement, going the extra mile for all our children. We are passionate about dispelling the myth that only certain children are able to achieve.

With extensive school reform and proven educational excellence in our core staff, REAch2 set a mission: to help struggling schools to improve their provision and to offer outstanding education to our pupils, from disadvantaged or deprived communities. The drive was not to grow an empire of schools, but rather the compulsion to share our proven approach to sustained school improvement for the benefit of children and their communities.

But REAch2 is about so much more, offering a richness of experience that gives real colour throughout the time our children spend with us.

Schools, staff and children within the Trust benefit from a strong ethos of support and collaboration across the REAch2 family. Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities.

## Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the entire Trust: providing a strong, responsible foundation from which every Academy develops and grows. A cornerstone provides a subtle yet paramount role in a building and ensures that REAch2 is trustworthy, reliable and inspirational organization, delivering the best possible learning experience.

What gives each REAch2 Academy its uniqueness are the touchstones of the Trust seven principles, which make our Academies distinctive. Just as 500 years ago, touchstones were used to test the quality of the gold they marked, so too our touchstones are used to express values and ethos of the Trust. They describe what the Trust wants to be known for and how it wishes to operate.

## What are these Touchstones?

Children and adults will flourish in REACH2 academies: academically, emotionally, physically and spiritually so that all dimensions of humanity are nurtured.

We notice talent and spot the 'possible' in people as well as the 'actual'; Developing potential within in our Trust becomes a realization that there is a future worth pursuing for everyone.

Children deserve enjoyment in their learning and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, will release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences of people and place, children are compelled to believe that no mountain is too high and that nothing is impossible.

REACH2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing inclusion ensures that we are a Trust that serves all, believing that everyone can and must succeed.

**You can learn more about the touchstones, and hear from staff and pupils across REACH2 schools, at our website: [www.reach2.org](http://www.reach2.org)**





## Job Description

Post:	Premises Manager
Salary Grade:	Grade 3 Points 5-9 £21,591-£23,187
Start Date:	Monday 15th July 2019 (negotiable)
Responsible to:	Headteacher/School Business Manager

### Main Purpose of the Job

Responsible for the property and asset management of the school. Liaising daily with the School Business Manager on caretaking and site management issues. Manage the caretaking and cleaning staff of the school. Ensure the security of the school premises. Maintaining any machinery or plant within the school. Maintaining the internal and external fabric of the schools premises as a safe working environment.

### Main Duties and Responsibilities

- Be responsible for ensuring the security of academy buildings, site and resources.
- Act as a designated key holder, providing out of hours and emergency access to the school site
- Arrange to carry out first line repairs and maintenance which are not beyond the competence of the staff concerned: -
  - plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
  - redecoration as appropriate;
  - plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
  - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
  - Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level.
- Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation
- Responsible for regular health and safety checks of buildings, grounds, fixtures and

fittings, (including compliance with fire safety regulations) and equipment

- Responsible for regular maintenance checks and follow-up actions
- Manage the academy's maintenance requirements to support a regular and cost effective maintenance programme
- Responsible for contractors whilst on site and ensure work is completed to the required standard, coordinating projects where appropriate.
- Purchase premises related equipment and supplies within agreed budget
- Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Arrange tenders and quotes and manage the appointment of external contractors
- Supervise other premises staff.
- Undertake risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
- Liaise with other school staff/departments on premises issues.
- Lead H&S induction training for all new staff.
- Responsibility for the coordination of lettings and seeking opportunities to maximize bookings.
- Monitoring utility usage and tracking action to reduce expenditure where appropriate.
- Act as H&S Officer and complete termly H&S checklist inspections
- Report H&S matters to SLT and Governors

### Supervision

The post holder will work largely on his/her initiative subject to the general and specific direction of the School Business Manager and will directly supervise the work of the cleaning staff or monitor the work of contract cleaning staff (as appropriate).

### Job Context

The post holder will spend an appropriate amount of time on cleaning duties as necessary to ensure the smooth running of the school. The remainder of the time will be spent on other premises duties as required. The balance of work will be reviewed from time to time according to the changing needs of the academy.

### Contacts

- Headteacher
- School Business Manager
- Teaching and support staff
- Parents and students

- Visitors especially contractors on site
- Cleaning staff or contract cleaning supervisor (as appropriate)

#### Knowledge, Experience and Training

- Experience of working in school or similar environment
- Flexibility and sensitivity to the needs of a wide range of users of the school
- Knowledge of efficient cleaning methods and material is desirable
- Evidence of success in completing handyman or DIY tasks (paid or unpaid)
- Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post.

#### Problems and Decisions

- Advising the School Business Manager of faults to the buildings, fixtures and fittings which require specialist attention and being proactive to find solutions
- Monitoring and ordering an adequate stock of appropriate materials and equipment.
- Appointing (in conjunction with the School Business Manager) and supervising cleaning staff (if appropriate)
- Liaising with contractors on site to ensure minimum disruption to the work of the academy.

#### Physical Effort

Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying deliveries to the school to wherever they are to be stored.

#### Working Environment

Some of the work may need to be done out of doors such as repairs, and security checks in wet weather.

#### Energy Conservation

This will involve:

- In conjunction with the SBM and Headteacher, implement all agreed policies.
- Manage the reading, recording and reporting of all meter readings as required.
- Liaison with the Energy Conservation Officer.
- Implement recommendations authorised by the SBM and Headteacher.

## Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## Additional Information

The school premises may be used during evenings and weekends for school activities and by outside hirers. The post holder will be expected, by mutual agreement with the School Business Manager, to attend during lettings for which additional payments will be made in accordance with agreed academy rates.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

## Job Entitlements

- Access to training and staff development according to personal development needs and the needs of the school
- Annual Performance Appraisal and reviews

## Additional Information

1. REAch2 has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
3. The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job description.

## Person Specification

Skills and Abilities	Essential	Desirable	Indicate if assessed at application or interview stage
Effective communication skills with a range of audiences, both written and oral	✓		Application & interview
Highly motivated	✓		Application & interview
Good basic DIY skills	✓		Application & interview
Ability to solve problems and find solutions	✓		Interview
Good timekeeper, organised, motivated, hardworking with a sense of humour	✓		Application & interview
Ability to work in an organised manner and use initiative	✓		Application & interview
Work constructively as part of a team, making important contributions	✓		Application & interview
Proven ability to work both as part of team and alone without supervision	✓		Application & interview
Accept and respond to authority and supervision	✓		Application & interview
Reliable and trustworthy	✓		Application & interview
Flexible attitude to work	✓		Interview
Mature attitude which inspires confidence in those you have contact with		✓	Interview
Specific skills in the trade of plumbing, electrical and/or carpentry		✓	Application & interview
Knowledge			
Knowledge of Health and Safety in a school environment		✓	Application & interview
Intermediate knowledge of ICT	✓		Interview
Awareness of keeping children safe	✓		Application & interview
Knowledge of legionella and asbestos testing	✓		Application & interview
Basic knowledge of Health and wellbeing, safety and child protection	✓		Application & interview
Understanding of the academy's Ethos and Values	✓		Interview
Understanding of Data Protection and confidentiality	✓		Interview
Understanding of and a commitment to child welfare and safety	✓		Application & interview
Awareness of Control of Substances Hazardous to Health (COSHH)	✓		Application & interview

Qualifications and Experience			
Completed secondary education		✓	Application & interview
Training in Health & Safety, PAT testing, working at heights, manual handling etc.		✓	Application & interview
A clean driving licence which complies with the minimum standards for driving a mini bus e.g. D1 entitlement		✓	Application & interview
English & Maths GCSE (or equivalent) at grade C or above		✓	Application & interview
Current First Aid qualification or willingness to undertake training to become a qualified First Aider	✓		Application & interview
Experience of carrying out basic DIY tasks	✓		Application & interview
Previous experience of working in a premises role in a school or public building		✓	Application & interview
Experience of cleaning in a work environment		✓	Application & interview
Proven experience in carrying out maintenance in a school or similar organisation		✓	Application & interview