

Role Description

Assistant Leader of Premises and Estates

NJC Pay Range	Band H/I
Responsible For:	Site Staff
Responsible To:	Leader of Premises and Estates

Main Purpose of the Post

- To secure professional leadership and management of the facilities across the Maltby Academy site, including Maltby Academy, Maltby Grammar Business Hub and the Maltby Lilly Hall Early Years Centre, ensuring the delivery of high-quality services that support exceptional learning experiences in inspirational learning spaces.
- To provide an efficient and effective facilities management service to the Trust.
- To manage facilities budgets relevant to the post.
- To embed and manage a proactive health and safety service and secure the necessary risk assessments for all aspects of work.
- To provide effective leadership to Academy caretaking personnel and designated staff.
- To liaise with the cleaning contractor and quality ensure the delivery of an outstanding cleaning service across the Academy portfolio.
- To lead and implement effective security processes across the Academy.
- To manage the lettings arrangements across the Academy facilities maximising community access and engagement.
- To take a lead role, in conjunction with the Leader of Premises and Estates and Executive Team, in the planning and implementation of any proposed capital development work across the Maltby Academy site.
- To manage the transport fleet across the Trust.
- To work with the Leader of Premises and Estates to assist in the management of the broader Trust facilities, premises, and grounds when required to do so.
- To deputise for the Leader of Premises and Estates as and when required.

Key Areas of Responsibility

Maintain Facilities, Premises and Grounds

- Inspect and maintain within the appropriate compliance regulations all Academy specific services such as cooling, heating, lighting, alarms etc.
- Keep a record of all maintenance checks and compliance requirements in line with all statutory guidance as set by the Trust Leader of Premises and Estates.
- Monitor, update and maintain the Academy's asset management plan that clearly captures the land and building condition survey and determines the Academy/Trust capital development 3/5-year priorities.
- Maintain the Academy facilities in a good state of repair, leading and managing the site team and providing outstanding service in this area.
- Develop and implement good systems and processes for the maintenance of school assets in line with published guidance.
- Rigorously monitor the level of service provided by contracted service providers ensuring that work is completed to a high-quality standard and within good time, ascertaining DBS documentation and securing signing in and out procedures.
- Lead the procurement of new service contracts to always achieve best value.
- Liaise with the grounds maintenance company to ensure the Academy has high quality and inspirational grounds and landscapes.
- Monitor and maintain the Trust's minibus service, including line management of the minibus drivers.

- Contribute to the formulation, implementation and review of safeguarding arrangements.

Cleaning

- Liaise with the cleaning contractor to ensure the delivery of an outstanding service.
- Maintain the Academy's COSHH files and risk assessment and respond to any identified health and safety issues on the site.
- Lead and support the team in all cleaning requirements across the Academy.
- Ensure the Academy facilities are prepared appropriately for special functions, such as out of hour events, parent evenings, lettings, celebration ceremonies etc.
- Ensure the Academy facilities internally and externally are clean and safe, free of litter and ready for operation every day.

Lettings

- To ensure the delivery of a professional out of hours service that meets the needs of external stakeholders accessing all of the Maltby site facilities.
- To plan logistical and staffing arrangements for each booking and ensure facilities are prepared in order that all Hirers of the buildings have a positive experience and that facilities are prepared and ready for use.

Security

- Co-ordinate the security of the Trust/Academy's buildings including monitoring and ensure arrangements are in place for emergency response.
- Establish site security systems and processes and ensure that these are implemented effectively by all members of the site team.
- Manage and respond to alarm call outs, ensuring agreed availability outside normal opening hours.
- Act as first point of call for liaison with the police and other emergency services in the event of break ins, trespassing etc.
- Have a meticulous approach to site security, monitoring, implementing and reviewing best practices to ensure a safe and secure learning environment for all users.

Staff

- Ensure that all team members receive regular line management, creating a culture of professional support and challenge, that enhances the quality of service provided across the Academy facilities.
- Lead and develop staff within the team and engage with other third party service providers to deliver high quality provision.
- Ensure that effective performance management and succession planning arrangements are in place.

Other Considerations Relevant to the Role

- The post requires working with flexibility, travelling to and from Academies and other locations as directed, for which the postholder must ensure they have the appropriate business insurance.
- Deputise for members of the Site team across the Trust in periods of absence or holidays.
- Access any training, including outside normal working hours, to successfully fulfil the role.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal. Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.

Role Description

Supplementary Information

NJC Pay Range	Band I
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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Multi-Academy Trust securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To engage with the latest educational, business research and legislation to inform effective policy development and seek to influence it.
- To contribute to the strategic direction of the service area and review and update all relevant policies in line with statutory requirements.
- To take a lead role in ensuring Trust workstreams are compliant with policy and practice related to area of responsibility.
- To maintain the overall integrity of the Trust in relation to area of responsibility.
- To conduct comprehensive due diligence on area of responsibility for any school considering joining the Trust and advise the Executive Leaders on any associated risk.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To contribute to the formulation, implementation and review of safeguarding arrangements.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team/service area to deliver high quality performance, ensuring that effective performance management and succession planning arrangements are in place.
- To ensure that teams/service area have a clear structure, roles and responsibilities and work in an integrated way.
- To take responsibility for line managing specific individuals, teams and areas, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team/service area including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high performance culture.
- To ensure that Executive Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

Engagement with Stakeholders

- To represent the Trust within external forums, creating opportunities to enhance the profile of MLT and acting as a strong and effective influencing voice in those partnerships.
- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To liaise with all curriculum areas to plan and implement effective service and support for staff and students.
- To lead and contribute to the development and delivery of staff and leader training and support across the Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Executive Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

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