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**Post Title:** Trust Premises Assistant Manager

**Location:** All LEO Academy Trust Sites

**Salary & hours :** GLPC Scale SO1 (£29,517- £31,557) Salary dependant on experience  
(Full time flexible working hours)

**Responsible to:** Trust Premises Manager

**Responsible for:** Premises Staff associated with Trust

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### **JOB PURPOSE**

To assist in managing the provision of high quality cost effective support services to member sites and other educational establishments in relation to Premises.

### **JOB ACCOUNTABILITIES**

#### **To Assist Trust Premises Manager**

- Management, induction and development of Premises staff in all aspects of the running of Trust sites – including training, support, and staff issues.
- To be the point of contact and 'go to' person for all Trust users for Premises and Facilities.
- To Assist Premises Managers in effective day to day operations management to ensure to maintain a high standard of relevant processes, tools and documentations in place and emergency situations are dealt with rapidly and effectively.
- To assist the Trust Premises Manager in organising and providing cover for staff absence including sickness/holiday leave
- Provide reporting and updates to the Trust Premises Manager to ensure that the ongoing and future needs of the Trust are met in all aspects of facilities.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR.

### **BUILDING/REPAIR/MAINTENANCE**

- Where necessary to undertake building/repair/maintenance/decoration jobs.
- Assist the individual schools in arranging works, supervise repairs as required and work with any appointed project managers for all capital works, ensuring best value for money is received.
- To assist in the creation of an effective capital maintenance programme taking into account any growth of the Trust.

- Work with the Trust Premises Manager to produce and publish a rolling programme of redecoration/refurbishment using the individual academy condition surveys.
- Work with the individual schools and the Trust Premises Manager to produce a list of holiday maintenance tasks.
- To assist the Trust Premise Manager to prepare documentation for tenders or specifications of small to medium projects.
- To attend and contribute to site meetings related to major building/redevelopment projects and follow up on any action points.
- To help to establish and maintain an audit of all central Trust tools and equipment and advise other premises staff regarding purchasing of equipment.

### **CONTRACT MANAGEMENT and MONITORING**

- To assist in the managing and implementation of effective monitoring systems, policies and procedures in relation to contracts and services provided to schools and other educational establishments
- To help to develop areas of service improvement and undertake systematic service reviews in response to customer needs to secure Best Value and improved service delivery.
- To assist in setting up and managing service contracts for the delivery of Facilities services to the Trust
- To assist in carrying out regular Service Reviews with Trust schools and where needed to administer meeting minutes.
- Regularly visit Trust sites as part of a service to monitor/review programs and maintain records/produce annual reports detailing service issues including:
  - Contractor/Service provider performance
  - Quality and value of service operations
  - Response times

### **GENERAL**

- As a member of the LEO Academy Trust, contribute positively to the team and the continuing progress of quality improvement of the operations.
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues and clients.
- Uphold the values and behaviours of the Trust .
- Maintain high standards of Health, Safety and Welfare at work
- Understand and comply with safeguarding policy and procedure as appropriate

### **ADDITIONAL COMPETENCIES**

- Self-starter, flexible, able to go the extra mile
- Ability to drive

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| <b>General Information</b>     |  |
| <b>Equality of Opportunity</b> | As a staff member of LEO Academy Trust you will- |

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|  | <ul style="list-style-type: none"> <li>• Take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li> <li>• Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li> </ul> |
| <b>Confidentiality and Data Protection</b>                                       | <ul style="list-style-type: none"> <li>• Treat all information acquired through employment, both formally and informally, in strict confidence.</li> <li>• Be aware of the Trust's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on systems and ensure that all processes comply with this.</li> </ul>   |
| <b>To contribute as an effective and collaborative member of the School team</b> | <ul style="list-style-type: none"> <li>• Carry out any other duties as reasonably required.</li> <li>• Participate in the ongoing development, implementation and monitoring of the school development plan.</li> <li>• Attend regular meetings as required and make a positive contribution during meetings.</li> </ul>  |
| <b>Safeguarding</b>  | <ul style="list-style-type: none"> <li>• Be aware of and complying with policies and procedures relating to safeguarding, reporting all concerns to an appropriate person.</li> </ul>   |

**This job description is current at the date shown, but, in consultation with you, may be changed by the Trust to reflect the needs of the school and Trust.**

## Personal Specification

### QUALIFICATIONS & EXPERIENCE

|  | <u>ESSENTIAL</u> | <u>DESIRABLE</u> |
|--|------------------|------------------|
| Full Driving Licence   | ✓                |                  |
| Must be able to work flexibly  | ✓                |                  |
| Specialist technical qualification or membership of an appropriate professional institution.                       |                  | ✓                |
| Proven practical skills in building, carpentry, general maintenance, decorating.                                   | ✓                |                  |
| Working knowledge of Facilities Provision and Management.  | ✓                |                  |
| Sound understanding of subject matter, legislation, principles and practices relevant to the technical area.       | ✓                |                  |
| Ability to apply project management principles and techniques to manage a range of projects through to completion. | ✓                |                  |
| Strong time management and good interpersonal skills   | ✓                |                  |
| IT skills  |                  | ✓                |
| Practical experience and understanding of supporting service teams and/or providing support to the public.         |                  | ✓                |
| Ability to work on own initiative, with solution focused problem solving skills.                                   | ✓                |                  |
| Proven written and oral communication with the ability to maintain highly effective working                        | ✓                |                  |