

## Contents

Headteachers Welcome	2.
Details of the Role	3.
Core Responsibilities	4.
Person Specification	5.
Work Benefits	6.
Safeguarding Statement	7.
School Values	8.

Information Pack:  
Premises Manager

[www.hsg.haringey.sch.uk](http://www.hsg.haringey.sch.uk)

# Headteachers Welcome

Thank you for considering our school as your next career move. We are a unique provision in the borough of Haringey as the only Girls School. We are a community school and when you join us, that is what you become part of - a caring, aspirational community with supportive colleagues and awesome students at all levels.

Hornsey School for Girls lives and breathes its motto – ‘The better prepared the stronger’. We recognise that our students have limitless potential and our school will create, through its experiences and teaching, the next generation of leaders, innovators and social change. We know that in extremely competitive environments in the workplace as well as academically, preparation to succeed is critical. Academia is important to us – but not at the cost of the emotional wellbeing of our school community. For students this means we support their wellbeing every step of the way. We also value our staff team. We want all of our team to have a healthy work/life balance and have a confidential employee assistance programme in place.

The school is a 5 form entry comprehensive. Our standards and expectations are high for all – we are not the school for you if meeting expectations including above average outcomes for exam classes is not your priority. It absolutely is ours, and we manage this by giving you the tools and resources you need to enable this to happen. Our outcomes at Key stage 4 have consistently been above average since 2016. This is a trend we intend to keep and we can only do this by supporting and enhancing our greatest assets – our diverse staff and student body.

You join us knowing you join a ‘good’ school. This school is a dynamic and exciting learning environment with creative teaching and learning as the norm. Our students are bright, articulate and intellectually curious about the world we live in. They are committed to social justice and they are supported in this by a broad curriculum which allows them avenues to flourish, explore their passion and experience the diversity of the world around them. If this sounds like the kind of school you want to work in, then we would be delighted to receive your application.

We look forward to receiving your application.



Kuljit Rahelu



# The Role

**Job Title:** Premises Manager

**Reporting to:** School Business Manager

**Responsible for:** Premises Assistants, School Cleaning Staff

**Hours:** 36 x 52 weeks - The postholder is expected to work a flexible shift pattern between the hours of 6:00 am and 10:00 pm five days per week, Monday to Friday, with occasional weekend working.

## The role:

To be responsible for the security and maintenance of the whole school site and all premises related functions and to ensure the school complies with all current legislation relating to site safety and management. To promote and participate in achieving the most efficient and economic use of the school premises, facilities, plant, equipment and materials.

## Principle Accountabilities:

- Be responsible for the line management of the premises and school cleaning staff. Undertake their induction, deployment, supervision, performance management and professional development.
- Ensure that duty of care is exercised for all line managed staff including absence management and staff welfare.
- Manage access to the premises and maintain security on a day to day basis. Manage the security contract and monitor its effectiveness.
- Monitor and evaluate the external cleaning contract on a day to day basis and liaise with the Cleaning Supervisor regarding the fulfilment of the contract.
- Manage the service log for cleaning, maintenance and other support requests and deploy staff to complete the work.
- Be responsible for implementing the rolling programme of maintenance and redecoration in liaison with the School Business Manager and carry out day to day maintenance and repairs, including grounds maintenance.
- Lead on ensuring all necessary compliance checks are completed on a regular basis.
- Champion health and safety around the school. Carry out regular health & safety tasks to ensure compliance with statutory requirements.
- Ensure that the school is safe for users at all times and provides a healthy environment in all areas.
- Be familiar with emergency procedures and play an active role in dealing with emergencies such as fire, spillages and accidents.



# Core Responsibilities

- Procure specified contracts for goods and services under the direction of the School Business Manager.
- Ensure that the school's recycling arrangements are carried out across the school and promote recycling with staff, students and visitors;
- Undertake First Aid, Minibus Assessment and any other training required for this role.
- Be responsible for the management of school lettings – organising cover rotas, ensuring these are expedited efficiently in line with regulations and agreements and to a high level of customer satisfaction.
- Be responsible for the upkeep, maintenance and repair of the school minibus and the driver rotas; operate the bookings rota and ensure compliance with H&S procedures by all drivers and users.
- Be a named key holder for all emergency and routine facilities management purposes and be a member of the school's Health & Safety Committee.
- Be responsible for ensuring that all relevant school policies are followed by staff line managed by this post. Ensure that external contractors adhere to school policies and procedures relevant to their work.
- The post holder will shadow the premises assistants and the H&S aspects of the School Business Manager's role.
- The post holder will be a member of the school's Critical Incident Support Team and will assist the Headteacher and Leadership team in an emergency.

*Duties: Please note these are indicative not exhaustive duties of the role*

## Other Duties:

- Assist in the supervision of students as required, for example in exams, on trips and at break times. The postholder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities. Ensure all work is appropriately documented and kept up-to-date. Keep abreast of current legislation and developments in relation to premises management and health & safety and attend training where appropriate. Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.



# Person Specification

## Qualifications & Experience

- Level 3 or equivalent qualification in at least one of the following areas, e.g. facilities management, risk management, management of health & safety **Essential**
- Minimum Level 2 Grade C qualifications in English and Maths **Essential**
- Experience of managing people and premises is essential; school based experience is desirable. **Essential/Desirable**
- First Aid and Mini Bus Driver Qualifications essential (training can be provided) **Desirable**
- Clean driving license essential **Essential**
- Thorough knowledge and understanding of health & safety legislation when required **Essential**

## Skills & Aptitudes

- Ability to demonstrate good administrative and organisational skills **Essential**
- A good level of IT expertise in a range of packages **Desirable**
- Ability to communicate clearly, concisely and accurately in writing and orally with a variety of audiences **Essential**
- Management skills including supervision of a team, delegation, target setting and monitoring **Desirable**
- Ability to multi-task whilst maintaining attention to detail **Essential**

## Personal Qualities

- High levels of integrity, honesty and endeavour **Essential**
- Ability to work on own initiative and to juggle priorities at short notice. **Essential**
- Self confidence and the ability to provide clear leadership to others **Essential**
- A problem solver who always wants to achieve better levels of service **Essential**
- Approachable, flexible and with sound judgement **Essential**

*Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all. It is expected that the post holder will carry out her/his responsibilities within this philosophy. This job description will be reviewed regularly 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.*

# Work Benefits

Our school is committed to ensuring all employees have support and guidance to ensure their mental wellbeing and work life balance is healthy.

## Additionally the school offers:

- A supportive line management structure
- Regular opt-in to staff wellbeing events hosted in school and outside
- Welcomes flexible working applications and agree all those that meet the business needs of the school
- Staff consultation group to share your ideas and views
- Generous Local Government Pension Scheme
- An Employee Assistance Programme (EAP)

Hornsey School for Girls is an equal opportunities employer. We welcome applications from all suitably qualified individuals, regardless of race, gender, disability, religion or belief, sexual orientation or age. We are committed to supporting a diverse and inclusive workforce .



# Safeguarding Statement

## Our core safeguarding principles are:

### Promotion

- Making sure pupils, parents, staff and all adults that come into contact with children know the systems and the support in place to keep children safe and there is a culture of vigilance permeating across the school.

### Prevention

- Positive, supportive, vigilant, open and safe culture. Well taught curriculum that includes relationships and online safety, pastoral opportunities for children and safer recruitment procedures.

### Protection

- Following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

### The school will:

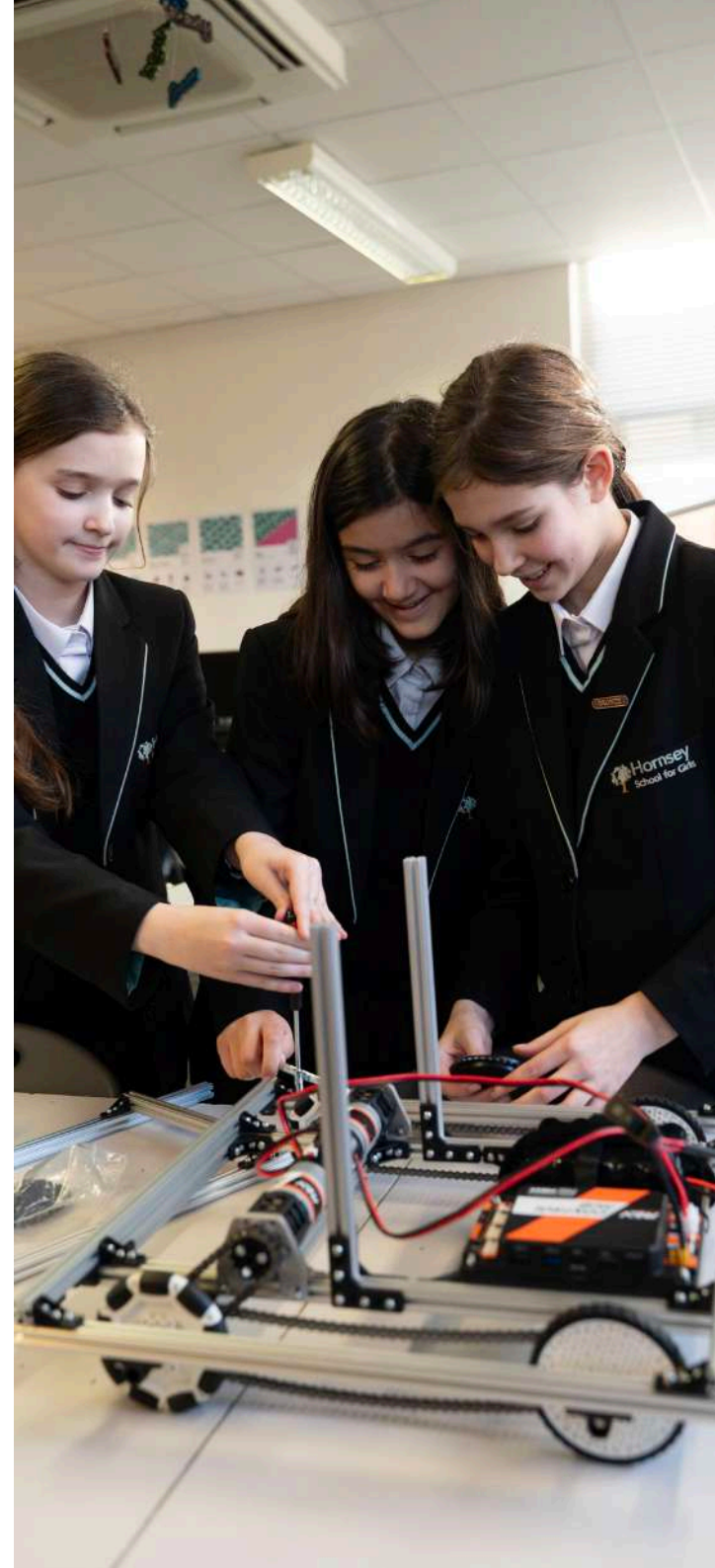
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure students and parents know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the CPSHE (Citizenship, Personal, Social and Health Education) curriculum for students to develop the skills they need to recognise and stay safe from abuse.
- Act in the best interests of children first. All children have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- Recognise the importance of safeguarding and the promotion of children's welfare at all times. Safeguarding is embedded in all the school's processes and procedures and at the heart of our school to provide an ethos and environment that will help children to be safe and feel safe. In our school children are respected and encouraged to talk openly. All our staff understand safe professional practice and adhere to our safeguarding policies

### Support

- For all learners, parents and staff, and where appropriate specific interventions that are required for those who may be at risk of harm.

### Working with parents and other agencies

- To ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.



# School Values

Hornsey School for Girls expects excellence from all members of its community. We provide a dynamic and challenging learning environment that enables students to realise their ambitions, achieve exam results consistently above the national average, and become confident, articulate, and intellectually curious individuals. We are committed to preparing students to engage thoughtfully and responsibly with the world around them.

Creativity and innovation in teaching and learning are both supported and expected. The successful applicant will be required to carry out their responsibilities in accordance with these values and the school's broader educational philosophy.

## Ethos

Our key priority is to ensure high achievement for every girl at Hornsey. Through high standards of teaching, our broad and balanced academic curriculum and our extensive opportunities we inspire every young woman to raise her expectations and to be ambitious to fulfil her potential. We foster a love of learning for all of our students and encourage creativity and innovation across the curriculum.

As an international school, Hornsey students are encouraged to participate in national and international issues with integrity and confidence. We believe that every student has an opportunity to have an impact in influencing the world around us and we nurture leadership qualities in all of our students.

Our safe and welcoming school ethos is conducive to effective learning enabling every student to thrive in a calm and purposeful atmosphere. We foster healthy relationships, resilience and collaboration between students in order to prepare them for their world of tomorrow as well as today.

## Values

1. Have respect for all. Treat everyone and everything around you with the highest respect.
2. Show kindness to everyone. Celebrate everyone for who they are including their race, culture, ability, sexuality and individuality.
3. Give 100%. Work hard in lessons and at home; give everything you do your absolute best at all times.

