

CANDIDATE PACK

Premises Manager



Start date:
ASAP

Location:
Newhaven
Denton Island,
Newhaven, BN9
9BA

About Us

At East Sussex Academy we aim to ensure continuity and care for pupils during this transition, as we begin an exciting journey of improvement. We are committed to delivering high quality education for pupils, many of whom have had challenging experiences in mainstream settings and need support and encouragement to access learning. Ahead of the school's transfer into LSEAT (at which point it will officially become East Sussex Academy) we are already implementing some bespoke provision and services to support young people and schools across the county.





About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk

Job Description

Job title: Premises Manager

Salary: LSEAT Harmonised Pay Scale H18 to H25

Contractual Hours: 37 hours per week / 52 weeks per year

Position Status: Permanent

About our Vacancy:

East Sussex Academy are hiring a Premises Manager to work in our brand-new school. This is an exciting opportunity to work with fantastic staff. We are looking for a hardworking and committed caretaker who will deliver the very best for our children. The post is for 35 hours per week.

You will join an inspirational and committed team taking on the challenge of leading East Sussex Academy on a journey of rapid improvement.

We are proud to be the new Alternative Provision provider in East Sussex for permanently excluded children and those at risk of permanent exclusion. East Sussex Academy joins London South East Academies Trust on an exciting journey of systemic improvement and transformation. Further conversations about the role are welcomed.

We are the newly commissioned Alternative Provision in East Sussex for pupils who have been permanently excluded from school or are at high risk of permanent exclusion.

Our school is based across three sites: this post is for our Hastings site.

We are looking for enthusiastic, kind, caring, resilient and dedicated people to join our team.

We will offer induction training for new staff and provide ongoing CPD for our team in order to ensure we are at the forefront of educational thinking, with the children at the heart of all we do.

We are committed to safeguarding children; successful applicants will be required to undertake an enhanced DBS check.

Job Description

Main Purpose of the Job

To be responsible for the maintenance, security and cleanliness of the school premises & site. Represent the school in dealing with contractors & suppliers involved in the repair and upkeep of the building and site and be responsible for the school premises when they are used for external lettings.

- Manage and carry out security operations of the premises including buildings, grounds, cleaning equipment, heating plant, primary key holder, locking & unlocking, security alarms, fire, flood, trespass and burglary ensuring procedures are in place.
- Operate the heating and other systems.
- Deal with contracts associated with the maintenance of buildings, grounds, electrical, P.E equipment, firefighting, security equipment and the purchase of supplies, including documentation, reports to Governors and liaising with the Trust and consultancy staff.
- Ensure that the premises, furnishings and site are clean and safe in accordance with specifications including managing the cleaning materials budget, cleaning specified areas, maintaining cleaning equipment and overseeing the work of contractors or directly employed cleaners.
- Make minor or temporary repairs to furniture, fabric, and equipment, arrange other repair requirements, direct contractors and log all repairs.
- Liaise with outside agencies regarding major and minor works and improvements, managing closed periods to ensure works are achieved on time and to budget.
- Ensure that Health & Safety procedures are followed especially by contractors working on site in respect of their own, staff and pupils safety, such as following asbestos guidance, safe use of ladders, use of tools in the school working day.



- Ensure that the premises and grounds are maintained in a safe and healthy condition including the maintenance of fire and other safety equipment and monitoring of fire safety precautions, safe storage of potentially harmful substances and equipment, ensuring a litter free environment and salting and gritting when needed.
- Emergency cleaning necessary outside the cleaner's hours, including the clearance of spills of bodily fluids using safe methods for cleaning.
- Managing the site during the closed periods, organising works to be done during this time.
- Assisting the Trust to prepare the premises development plan, identifying work needed to maintain and improve the school site.
- Responsible for ensuring appropriate facilities are in place for school events such as Governors meetings or PTA.
- Managing traffic movement on the school site, organising the separation of vehicles and people, ensuring the safety of pupils.
- Managing the school minibuses, keeping refueled, organising servicing, organising booking system, maintaining in sound working condition and driving when required.
- Move stores, furniture, stationary, deliveries and rubbish etc.
- Other duties as appropriate to the grade and as requested by the Headteacher, Head of School Senior Leadership Team or School Business Manager.
- Nominated primary key holder.

Job activities

- A wide range of practical skills and creativity exercised in making minor and temporary repairs.
- Interpersonal skills to protect the school's interests in dealing with cleaners, contractors and other visitors to the site.
- Makes judgements and recommends priorities and strategies for the upkeep of the premises and grounds.
- Uses written and numerate skills in budget management, documentation of contracts, reports for Headteacher and Governors Etc.
- Carries out hard physical work in external and sometimes unpleasant environment.
- Statutory Maintenance Activities (in-house tasks) completion that each site needs to complete.
- Minor works, small refurbishment projects or cyclical maintenance projects completion that each site needs to complete.
- Managing Contractors.
- Purchasing of Services, Equipment, Fixtures and Fittings.

General Requirements

- Take on any additional responsibilities which might, from time to time, be determined.
- Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.
- Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.
- Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.
- STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation.
- Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices. This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of East Sussex Academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the East Sussex Academy change over time.

This post might require a flexible working pattern as necessary to ensure that the service is fully accessible according to premises opening hours and any special requirement including pre-booked lettings. The post holder might be required to work split shifts between 7am and 6.00pm Monday might Friday. Exceptional circumstances may necessitate being in attendance outside of these hours. Annual leave will be restricted to periods of school closure. In addition the post holder is required to hold an Enhanced DBS.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Person Specification

Skills, abilities and experience	Essential	Desireable
Good numeracy & literacy – NVQ level 2 or equivalent.	√	
ICT skills to ensure effective monitoring systems	√	
Willingness to learn new applications.		√
Full clean driving licence, willingness to take minibus test		√
Understanding of supporting pupils & staff, safety, wellbeing and safeguarding in relation to premises safety, premises access, contractor use, lighting, heating, fire safety, mini-bus use.	√	
Ability to work in an appropriate manner with pupils with a range of learning difficulties and parents/carers from a range of backgrounds.	√	
To be proactive and reactive in organisation of workload to meet deadlines & demonstrating flexibility.	√	
To have basic maintenance skills across a wide range of aspects and to put them to good use in a purposeful and creative way.	√	
Good and effective communication necessary to work with a range of personnel. an ability to manage change	√	

Knowledge of maintaining and monitoring a range of systems to ensure the smooth running of the school.	√	
Worked as a Handyperson or someone with solid experience of conducting maintenance and caretaking duties.	√	
Ability to use tablets, PCs	√	
Out of hours working	√	
Continuous professional development on both mandatory and development type trainings as required by the Group.	√	

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

