



**Edmonton County School**

*Educating our Community for Success*

**Premises Manager**

**S01**

**Full Time**

Required: As soon as possible



**Cambridge Campus**  
Great Cambridge Road,  
Enfield EN1 1HQ

**Bury Campus**  
Little Bury Street,  
Edmonton,  
London, N9 9JZ

Tel: 020 8360 3158 Email: [ECSrecruitment@edact.org.uk](mailto:ECSrecruitment@edact.org.uk)

Head of School: Paul Miller

# About EdAct



**EdAct**

[www.edact.org.uk](http://www.edact.org.uk)

EdAct comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School and, the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

- E**xcellence in all we do
- D**eveloping a shared understanding of teaching and learning by sharing strengths and best practice
- A**mbitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face
- C**reative in our approach to achieving the best for the children
- T**rusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

**Dr Susan Tranter**

**Chief Executive**

# About ECS



## Edmonton County School

[Edmonton County School - Ofsted reports](#)

[www.edact.org.uk](http://www.edact.org.uk)

Edmonton County School (ECS) is a 4-18 mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton. Although we are a large organisation, with nearly 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning and we want them to develop as individuals, so that they leave us as confident and socially-responsible young people who are well equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

**Paul Miller**

**Head of School**

# Job Description: Premises Manager



<b>Job title:</b>	Premises Manager
<b>Scale:</b>	SO1
<b>Hours:</b>	42 - 48 hours per week + occasional overtime, 52 weeks per year
<b>Responsible to:</b>	School Business Manager, ultimately the Headteacher & Chief Operating Officer (COO)

## **Purpose:**

To provide, under the supervision of the School Business Manager, an ongoing support to the school to ensure a clean, safe and efficient environment. To line manage the Deputy Site and Premises Manager and the ECS Site Team where required. We have a dual campus structure, which often determines where the employee will be based when working. The employee will be mainly based on one site line managing a team directly, offering remote (and physical) support to the other site/team when required.

## **Duties:**

To work as requested by the School Business Manager (SBM)/Headteacher on tasks which could include any of the following.

### **A. Security of premises and site.**

1. Assisting in the opening of the school premises at an appropriate time, as required, unlocking gates and external/internal doors. Checking that the premises have not been damaged.
2. Assisting in securing the premises at the end of the day, as required. Checking that all occupants have vacated the site, ensuring that all windows are closed and locked and that all lights and electrical equipment are switched off. Locking all secure areas, doors and gates, and ensuring that alarms are set.
3. To report acts of trespassing to the Headteacher, Local Authority or Police as appropriate.
4. To ensure that all security and alarm systems are maintained, serviced and tested regularly
5. To maintain records and logs of testing and drills (including fire alarm and bell systems)

### **B. Cleaning**

1. Carrying out emergency cleaning measures, e.g. following storms, break-ins, vandalism, spillages, graffiti etc.
2. Cleaning toilet areas during the school day as appropriate.
3. To remove litter from playgrounds, paths, grassed areas and shrub beds of the school.
4. The collection and disposal of recycling.
5. To remove weeds from paved areas, playgrounds and hard surfaces.
6. Ad hoc cleaning of windows and fascias where required.
7. To conduct spot checks with the cleaning team in order to ensure quality of service and standards
8. To liaise with the School Business Manager about best practice and value of contract with cleaning providers

### **C. Staff Management**

1. Line managing the Deputy Premises Manager and site team
2. Assisting with CPDL plans for the site team
3. Undertake staff appraisals and encourage learning and development across the team
4. Ultimately overseeing the management of the whole site team along with the Deputy Premises Manager when required



# Job Description: Premises Manager



## D. External Agencies

1. Liaise with cleaning provider to ensure the school is adequately cleaned each day.
2. Call out and manage external contractors for repairs, maintenance and improvement work under direction of School Business Manager/Headteacher.

## E. Porterage and general duties

1. Remove, lay out, stack and transport furniture and equipment within the school when required.
2. Receive, store and distribute materials and other goods delivered to the school, as directed.
3. Ensuring safe pedestrian access to the site by the removal of snow, ice and leaves on paths and between buildings, spreading rock salt if necessary.
4. Assisting the school team with the lettings provision and helping to prepare the site before and after each booking.
5. General maintenance and repair of the site, including painting preparation where necessary.
6. Ensure that Health & Safety precautions are taken and periodic safety checks are carried out.
7. Assist the school team with any further scale appropriate tasks as directed by the School Business Manager/Headteacher.
8. Act as the main key holder and controlling all site keys, routine and nonroutine opening, and securing grounds
9. Acting on call for out of hours emergencies (eg alarms), and assisting with lettings when required
10. Overseeing school minibuses and booking system
11. Minimising risk across sites, and escalate where appropriate
12. Monitor and control heating plant for school
13. Acquiring and understanding all heating and electric systems within the school

## F. Estate Management and Compliance

1. Responsible for managing compliance in house or with contract support, keeping accrual records and reporting in line with Health and Safety Regulations
2. Working closely with the SBM regarding the Good Estate Management Strategy of ECS
3. Overseeing any alterations, building and maintenance works and specialised repair work
4. Working to an annual maintenance plan which identified and schedules service contracts and long-term non recurring, short term cyclical and preventative work
5. Ensuring that all aspects of Health and Safety are followed including fire drills, audits and staff training
6. Responsibility for the school's sites and buildings, their maintenance, development and efficient use and ensure that appropriate records are maintained including all periodic checks

The above mentioned duties are neither exclusive or exhaustive and the postholder may be required to carry out other duties as directed by the SBM or Head of School. The role may be amended following discussions between the Head of School, SBM and member of staff.

Whilst every effort has been taken to explain the duties and responsibilities of the post, certain individual tasks may not be identified. The postholder will be expected to comply with any reasonable request from their manager to undertake any task of a similar level that has not been specified in the job description

*EdAct is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to demonstrate this commitment by signing the school's Code of Conduct.*

# Candidate Specification: Premises Manager



<u>Site and Premises Manager - Person Specification:</u>	Essential	Desirable
<b>Education &amp; Qualifications</b>		
Health & Safety Certification e.g. IOSH		✓
Eligible to obtain a fully enhanced DBS check	✓	
<b>Experience, skills, abilities and knowledge</b>		
Commitment to personal and professional development	✓	
Good written and oral communication skills. Confident and effective when communication at all levels and facilitating discussions with individuals and groups with patience and diplomacy	✓	
Understanding of appropriate cleaning methods and standards, maintenance and security systems and procedures and the operation of heating systems and common causes of malfunction.	✓	
Knowledge of health and safety regulations in relation to the post	✓	
Ability to outline specifications for repair and undertake risk assessments	✓	
Ability to work without direct supervision and manage workload efficiently and effectively	✓	
Ability to multi-task and remain cool under pressure	✓	
Self-motivated, self-disciplined and enthusiastic	✓	
Full and clean driving licence	✓	
Previous experience of caretaker role or site support role concerning cleaning and facilities operations	✓	
Practical/Handyperson skills that enable the post-holder to undertake building maintenance/minor repairs etc.	✓	
Previous compliance experience and knowledge of Legionella, Asbestos and water services		✓
Knowledge of energy utility systems including best practice and cost saving		✓
Knowledge of electrical systems including PAT testing and electrical board testing		✓

# How to apply

You can apply online by completing the application form:

<https://edact.org.uk/careers>

We look forward to hearing from you.



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