

Merstham Park School

Taynton Dr, Merstham, Redhill RH1 3PU

&

Merstham Primary School

London Rd S, Merstham, Redhill RH1 3AZ



Premises Manager

Senior Specialist

£30,000 - £41,370 FTE

Start Date: 1 October 2022

Application Deadline: 12 p.m. Wednesday 31 August 2022

About Merstham Park School

At Merstham Park, our ethos is simple - igniting a passion for learning. We are proud to be a values driven school which encourages its students to embrace these values in all that they do. This approach provides all students with the opportunity to exceed beyond their potential. We have a team of passionate staff who are committed to providing all of our students with the very best educational experience. We recognise the importance of academic success whilst embracing our wider role in preparing our students for their adult life beyond the formal examined curriculum.

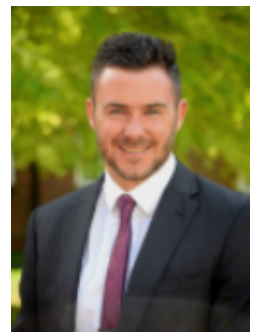
Learning is central in our ability to succeed and prepare students effectively for tomorrow's world. We encourage our students to strive to achieve beyond their potential, allowing their academic achievements to open doors for them, while gaining a secure understanding of the skills required to be responsible citizens in our modern world.

We offer a broad and balanced curriculum that is tailored to meet the needs of our students. As a school we encourage each student's particular abilities to ensure that no child slips through the net. We provide our students with outstanding resources and support in every aspect of school life from small class sizes, to well planned responsive lessons, to staffing and subject specific expertise. I am looking forward to the opening of our brand new state of the art facilities that will benefit both our students and the community as a whole. Our new build will be tailored to enable our students to develop unique skill sets in a truly first class educational setting through the creation of inviting and interactive learning environments.

Our school is committed to the safeguarding of children, so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to the interview.

Andy Ward

Head of School



About Merstham Primary School

At Merstham Primary School, we want children to be confident lifelong learners. We set high expectations academically and socially and provide a nurturing environment to develop a caring attitude.

Therefore, we want our school to be a place where:

- everyone feels safe, cared for and included;
- all children are given the skills and opportunities to be independent and collaborative learners in a happy, structured, stimulating environment;
- expectations are high, both collectively and individually;
- all children are equipped with the knowledge and skills to choose a healthy, active lifestyle;
- teachers provide school days that excite, challenge and motivate each child;
- our 6 rules are simple, fair, understood and consistent;
- everyone is valued and respected regardless of gender, race, age, religion or ability;
- goals and targets are clearly defined and explained and achievements are celebrated;
- we prepare all our children for the opportunities, responsibilities and experiences of life and equip them to achieve the highest standards possible in everything they do.

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We welcome visitors – you will find us situated within the village of Merstham and we pride ourselves on being part of this vibrant and caring community.

Gavin Oulton

Headteacher



Merstham Park: A Values Driven School

Our vision here at Merstham Park is simple:

We are proud to be a **values driven** school that works closely with our **community**. We broaden students' **aspirations** by providing a **culturally rich** learning environment where all students are **valued, safe and successful**.



At Merstham Park School we pride ourselves on being a values driven school. This means we not only have a list of values on our website but we encourage our students and indeed staff to embody them in all that they do. The five values that we model at Merstham Park are:

Our School Values



INCLUSION

- We strive to meet each child's needs through a personalised, bespoke curriculum
- We respect each other for our unique characteristics and embrace equality for all
- We actively strive to support those members of our community who need our support

COLLABORATION

- We promote leadership skills in our students through involving them in all aspects of school life
- We promote teamwork and recognising the power of working together
- We encourage our students to be independently minded whilst respectful of others within the community

RESILIENCE

- We inspire a 'can do' attitude in our students to support them to overcome challenges
- We prepare and equip our students for their future, encouraging them to grow, learn and flourish
- We promote courage and resilience in all members of our community

RESPECT

- We promote an understanding of others views and show consideration towards them
- We value our learning opportunities and approach them positively
- We demonstrate respect to all members of our community

SUCCESS

- We encourage all our students to achieve their aspirational goals
- We have high expectations of our learning community
- We promote the celebration of shared successes

Merstham Primary: A Values Driven School

Our vision here at Merstham Primary is simple:

A community Growing Learning Achieving Together

Our vision is underpinned by our school values:



We respect and value everyone in our school community, and we know that by working together, encouraging and supporting one another, we can aim high to achieve more.

As part of the GLF group of schools, we are part of a community 'Where children Grow Learn and Flourish'.

We believe in educating the whole child, and our values are deeply embedded in every day life at Merstham. Children are rewarded for displaying the school values and we celebrate the whole community's successes in our assemblies every week. The children are rewarded with house points - and every half term we announce a winning house!

Staff Welfare

The welfare of our staff is of the utmost importance. The list below details some examples of how we support the wellbeing of all of our colleagues.

Culture and Values

- A school that values everyone and firmly believes that a culture of positive relationships should be the bedrock of an organisation; we want you to love working as part of our team
- A culture of distributed leadership
- A culture of coaching - staff collaborate, support and develop one another
- Trust: a leadership team that trusts you and is not 'Ofsted focused'
- Well planned meetings that focus solely on key school topics that are calendared to one day of the week
- Expectation of 7am-7pm communication etiquette with no replies expected outside of these hours

Training and Development

- A comprehensive development programme for any new colleagues: we invest in your professional learning
- Regular career development opportunities, in a growing forward thinking school
- An appraisal system focused on professional learning; all within an embedded culture of collaboration and sharing best practice
- A history and culture of staff development within a caring multi academy trust, including opportunities to collaborate and progress within GLF - taking on a wider role across the Trust
- Career development meetings with the Head regularly offered

Staff Benefits

- A designated Staff Association to ensure staff feel valued and supported, also allowing opportunities to give critical feedback
- Access to an external counselling and support service for mental health and well being
- One fully paid emergency family day per year if needed
- Staff offers and discounts through the 'Wider Wallet' scheme
- MA offered with contribution to funding
- Staff social events and a variety of whole staff celebration evenings throughout the year

Merstham Park: State of the Art New Build



Merstham Park School is a new 6FE (900 pupil) Secondary Free School (aged 11-16) and is part of the GLF family of schools. In September 2018, the school opened in temporary accommodation on the site with one year group. With a vision for 'igniting a passion for learning' the school aims to encourage every single student to succeed. This will be achieved through the delivery of a broad and balanced curriculum that values project work and collaboration. The curriculum will support the needs of the community and focus on the development of both locally and globally focused enterprise. The intention is for the school to be part of the local community through the shared use of facilities in the state of the art new build facilities. This will include both leisure and business-type functions, which will allow the community to benefit from the scheme.

Please see the [website](#) for further information on this exciting development of the school

Merstham Primary School



A Community Growing Learning Achieving Together

Merstham Primary School is a one form entry primary school at the heart of Merstham village. The school has children from Nursery age up to Year 6. The school vision is that we are part of 'A community Growing, Learning, Learning, Achieving Together.'

In August 2020 the school suffered catastrophic flooding and a successful and transformative renovation project has recently been completed. Please visit the school [website](#) for further information.

Job Profile

Job Title	Premises Manager	Job Reference	
Location	Merstham Park School	Travel required	Yes
Core purpose			
To be responsible for the effective and efficient management of the school buildings and grounds, caretaking support and site staff to ensure compliance with GLF Schools policies and statutory regulations across Merstham Park and Merstham Primary Schools.			
Key Accountabilities			
Main Duties			
- To proactively manage school premises, buildings works and visiting contractors in line with GLF's Health and Safety policies and Estates procedures to ensure that school environments are safe, well maintained, secure and clean and provide a reliable and positive physical environment for all our children and staff. - To actively promote health and safety amongst your team and colleagues, developing risk assessments and ensuring safe working practices as required. - To organise and record the regular compliance inspections and maintenance required to meet regulations, reporting regularly to the Regional Estates Partner, and ensuring the implementation of any recommendations arising. - In conjunction with the Regional Estates Partner and Head, develop and implement strategic plans and planned maintenance schedules to improve the school sites in line with available budgets. - To line manage the site teams at each school. - Supervise and audit the school cleaning contractors to ensure standards are met and raise any issues. - To manage and maintain school security and school compliance computer systems. - To actively encourage the use of the school site to external parties in order to generate income for the school. - To manage premises contracts as requested by the Regional Estates Partner. - To contribute to financial administration of maintenance budgets in line with GLF policies. - To continually review your work and be proactive in developing approaches to saving money and ensuring best value. - To successfully participate in and complete all required training and take responsibility for personal and professional development. - Contribute to GLF schools by working across the trust, sharing your expertise and developing others.			
Specific Tasks			
- To record and react to day to day maintenance requests by organising and liaising with contractors and supervising work. - To undertake or organise minor repairs and decoration within your staff's capability and training. - To be responsible for the effectiveness of heating and service installations. - To undertake caretaking, portering and responsive cleaning and maintenance as required, including toilets, bodily fluids, graffiti and emptying of bins.			

- To manage site security and access, including unlocking and locking up as required and responding to emergency call outs when requested.
- Manage the intruder and fire alarm systems effectively.
- Organise the management of external hirers of school premises.
- Organise and / or undertaking the arrangement, removal or relocation of classroom, office and general school furniture and equipment as necessary paying due attention to manual handling safe practices and maintenance of safe access / exit routes and walkways around the various halls, offices and classrooms.
- Managing effectively arrangements for purchasing, collecting, receiving and distributing deliveries of goods around the site in conjunction with the Regional Estates Partner and school finance staff.
- To manage ground maintenance and ensure the work is completed in accordance to the schedule or contract.
- Managing effectively arrangements for purchasing, collecting, receiving and distributing deliveries of goods around the site.
- To manage and monitor premises budgets and make regular reports to the Regional Estates Partner.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the records.

Whole School Ethos

- To be an excellent role model for staff, students and parents.
- To play a full part in the life of the school community.
- To communicate with interested parties or agencies as necessary.
- To operate at all times within the stated policies and practices of the school and GLF Schools.
- To attend meetings and undertake duties as required.

Professional Learning

- To develop your department by contributing to and promoting good practice, encouraging your staff to be reliable, helpful, observant and proactive.
- To develop your understand of H&S and premises issues.
- To develop your staff's skills and capabilities.

Accountability

- Regional Estates Partner.
- GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Person Specification

Job Title: Premises Manager		
	Essential	Desirable
Education and Training		
Good general education, grade 'C' at GCSE (or equivalent) in English & Maths	√	
Recognised training/qualifications associated with premises management		√
Health and Safety qualification		√
Professional and Experience		
Experience in a building/site maintenance role including forward planning and problem solving	√	
Good level of DIY skills to identify, monitor and carry out minor repairs, maintenance and redecoration	√	
Experience of supervising staff		√
Knowledge and Skills		
Awareness of COSHH regulations		√
Proven building maintenance skills	√	
Good oral and written communication skills	√	
Ability to gather information and problem solve	√	
Ability to manage people directly and indirectly	√	
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	√	
Knowledge of basic site maintenance and environment matter	√	
Knowledge of building maintenance works e.g. plumbing carpentry, electrical		√
Personal Attributes		
Enthusiastic team player with the ability to forge relationships	√	
Adaptable and supportive of colleagues	√	
Have a positive can do attitude, energy and commitment	√	
Passionate and committed to the development of children/students	√	
Good time management	√	
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