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| <b>POSITION</b>                  | Premises Manager   |
| <b>SALARY</b>                    | Support Staff Scale, Spine Point 24 £28,756.07 – Scale Point 32 £35,517.36 |
| <b>HOURS</b>                     | 37.5 hours per week  |
| <b>FULL TIME EQUIVALENT</b>      | 52.143 weeks per annum   |
| <b>CONTRACT TYPE</b>             | Permanent  |
| <b>RESPONSIBLE TO</b>            | Estates Manager  |
| <b>RESPONSIBLE FOR</b>           | School Building  |
| <b>LOCATION</b>                  | Mossbourne Riverside Academy   |
| <b>KEY WORKING RELATIONSHIPS</b> | Staff/ contractors/ Visitors   |

## Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA) both primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

## Mossbourne Riverside Academy (MRA)

At Mossbourne Riverside Academy (MRA) we continue to build on The Mossbourne Federation ethos, providing an exceptional education for all pupils in our care. With learning at the heart of everything we do, we continue to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all children can fulfil their true potential. Our staff deliver excellent lessons, and our pupils enjoy a vibrant enrichment programme. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing - the best possible deal for our pupils.

If you want to be part of the team that is improving the future of our students, then read on!

## JOB SUMMARY

### Main Duties & Responsibilities

- Experience of premises maintenance in an educational setting and high-pressured environment.
- Willingness to maintain the school premises at the highest standard possible.
- Previous experience in a supervisory role.
- Ability to communicate effectively with all stakeholders (staff, students, parents and contractors).
- Willing to work as part of a team and go the extra mile to upkeep the Mossbourne values.
- Committed to the safeguarding of students.
- Enthusiastic, flexible and friendly approach.
- Professional manner at all times.
- Up to date knowledge of health and safety law and practice.
- Excellent written and verbal communication, with the ability to communicate effectively at all levels.

- Ability to plan work programmes, prioritise tasks effectively and work on own initiative.

| Person Specification             |  |                     |                  |               |
|----------------------------------|--|---------------------|------------------|---------------|
| E Essential<br>Or D<br>Desirable | Requirements   | Assessment Criteria |                  |               |
|                                  |  | Interview           | Application Form | Task / Lesson |
| Experience                       |  |                     |                  |               |
| E                                | Experience of building and premises maintenance including the delivery of minor repairs  | X                   | X                | X             |
| E                                | Experience of working in a high-pressured environment in a supervisor role   | X                   | X                |               |
| E                                | Relevant experience of working in a similar role within a school or similar setting  | X                   | X                |               |
| E                                | First Aid qualified  | X                   | X                |               |
| D                                | Knowledge of the main requirements of health and safety legislation and good practice relevant to the post including Fire safety regulations, Risk Assessments                                     | X                   | X                |               |
| D                                | Knowledge of using Building Management systems and the maintenance of plant equipment  | X                   | X                |               |
| D                                | Understanding of financial management and budgetary control systems  | X                   | X                |               |
| E                                | Proficient in the use of web-based applications and Microsoft Tools (inc. Office Word and Excel)   | X                   | X                |               |
| Skills and Ability               |  |                     |                  |               |
| E                                | Excellent communication skills   | X                   | X                |               |
| E                                | Ability to plan work programmes and organise and prioritise tasks effectively  | X                   | X                |               |
| E                                | Ability to work autonomously using own initiative  | X                   | X                |               |
| E                                | Ability to work effectively within a team, working collaboratively when required.  | X                   | X                |               |
| E                                | Strong interpersonal skills, able to interact confidently with stakeholders at all levels.   | X                   | X                |               |
| E                                | To be able to delegate effectively ensuring accountability is maintained and results are achieved  | X                   | X                |               |
| E                                | Ability to work to tight deadlines and ensure agreed targets are met   | X                   | X                | X             |
| E                                | Ability to be reliable, honest and flexible  | X                   | X                |               |
| Applicable to all staff          |  |                     |                  |               |
| E                                | Undertake training as required to fulfil the requirements of the role  | X                   | X                | X             |
| E                                | Support Mossbourne's efforts both verbally and non-verbally (i.e. Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings | X                   | X                | X             |
| E                                | Recognise your role as part of the succession of Mossbourne  | X                   | X                | X             |
| E                                | Play an active role in terms of Safeguarding all students and adults   | X                   | X                | X             |

**Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. The document**



## **JOB DESCRIPTION & Person Specification**

*is not a comprehensive list; it simply outlines expectations of this role. This post is subject to an enhanced DBS disclosure.  
The post holder must be committed to safeguarding the welfare of children.*