

Recruitment Pack

Premises Manager

Closing Date — Midnight Monday

21st April 2025

Premises Manager

To Start ASAP

Salary: SCP 24-27 (£34314-£37035 actual salary)

Monday to Friday – 37 hours (Monday to Thursday 6am-10am, Friday 6am-9.30am; Monday to Friday 3pm-6.30pm)

A new and exciting opportunity has arisen for a Premises Manager to join Overthorpe CE Academy in Thornhill, Dewsbury, a part of Enhance Academy Trust. The successful candidate will be responsible for management of the school site and associated facilities. You will provide pro-active, effective, efficient, and flexible support of premises management with minimal supervision, including maintenance, compliance and co-ordination/oversight of contractors. The Premises Manager does have access to use the on-site accommodation (rental fee to be agreed), however, it is not essential for the post.

Here are some examples of the personal qualities and experience we are looking for:

- Knowledge and understanding of Health and Safety procedures including COSHH and other premises related compliance regulations
- Knowledge and understanding of Safeguarding in an Education setting and how this may relate to your role.
- Proficient in the use of Microsoft Office, databases and web technology
- Experience of site keeping working within a school setting or similar environment
- Excellent organisation skills and time management including ability to multitask and manage conflicting priorities
- Flexible approach to work and a strong work ethic.

Why join Enhance Academy Trust?

As a Trust, we have developed a range of employee benefits. Here are just a few examples ...

- Membership to the Local Government Pension Scheme
- Physical and mental health support from a team of experienced nurses, counsellors, therapists, physiotherapists, consultants plus NHS GPs and private medical services.
- GP consultations with experienced NHS doctors are available for our employees and members of their household, 24 hours a day, 365 days a year and prescriptions (which have to be paid for) can be delivered to local chemists.
- Free annual flu jab
- Trained Mental Health First Aiders in all our settings
- A paid annual Wellbeing Day – a time for you to use the day for an activity which promotes your own individual health and wellbeing.
- Wherever possible, PPA at home for teachers.

If you are seeking a fresh challenge, enjoy variety in your role and are looking for an opportunity to make a difference, we would welcome your application.

If you would like further information about the role(s) please contact:

Joe Mitchell, Headteacher office@overthorpe.enhanceacad.org.uk / 01924 325300.

Enhance Academy Trust has an absolute commitment to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check via the DBS. Online checks will also be completed for shortlisted candidates. The Trust values the diversity of our workforce and welcomes applications from all.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme. If you do not have the right to work in the UK, please consider carefully whether you meet the eligibility to apply for this position.

Closing date: 21 April 2025

Interviews: w/c 28 April 2025



Job Description

Premises Manager

SCP 24-27

PURPOSE OF JOB

To support the Headteacher/School Business Manager/Trust Estates Manager by taking responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the school. Oversee external contractors working on site.

This role may involve cross-site working to ensure efficient premises management, consistency in operations, and collaboration across all Trust locations.

TASKS

1. Manage specialist premises function to ensure full compliance is met in line with the DFE's Good Estates Management practices.
2. Undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism/arson
3. Support the management team, involved in planning, budget responsibilities
4. Manage maintenance, security and facilities systems on school sites and premises
5. Contribute to the planning, development and monitoring of premises services and supervision
6. Undertake regular security checks and advise on how security risks can be minimised
7. Manage fire safety equipment provision and scheduling of fire drills
8. Manage provision of alarm systems, CCTV or surveillance equipment where appropriate
9. Liaise with police, security and surveillance contractors
10. Oversee the activities of external contractors on-site and monitor and report on associated budgets
11. Allocation and monitoring of contractor work and ensuring all visitors are inducted with safe working practices and safeguarding protocols
12. Act as main keyholder and respond to emergency call outs ensuring the building is secure at all times
13. Undertake basic building repairs and maintenance tasks
14. Support the implementation of Trust sustainability initiatives by promoting eco-friendly practices, optimising energy use, reducing waste, and ensuring compliance with sustainability policies.

MAINTENANCE

1. Support with service and pre-planned maintenance contracts.
2. Manage routine maintenance, repair schedules and specialist repairs
3. Supervise maintenance and cleaning contractors/teams and undertake regular site inspections
4. Identify defects and record repair and maintenance requirements
5. Ensure that heating and lighting systems are maintained and operated
6. Provide emergency access to the school site
7. Undertake specialist cleaning tasks
8. Coordinate deliveries to the school site
9. Assist in developing site maintenance plans, ensuring all sites are well-maintained and continually improved.
10. Monitor performance of service contractors and record performance against specified standards
11. Support with budget monitoring and obtain quotations for repairs/maintenance and building activities as required



RESOURCES

1. Support in the implementation and organisation of systems/procedures/policies
2. Support with managing records, information and data, for the production and analysis and reports
3. Be responsible for creation and maintenance of purposeful, orderly and productive working environment
4. Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials
5. Promote and ensure the health and safety of pupils, staff & visitors at all times

ORGANISATION

1. Be responsible for ensuring the maintenance/quality/safety of specialist equipment
2. Demonstrate and assist in the safe and effective use of specialist equipment/materials
3. Supervision of lettings including premises, lettings and associated income, building and projects etc.
4. Manage Health & Safety risk assessments and ensure the implementation and compliance with health and safety policies and procedures
5. Liaise with outside contractors such as cleaning, catering and grounds maintenance
6. Liaise between trust staff, line manager, Headteacher, support staff, and governors
7. Attend all appropriate meetings e.g. Site and Buildings or Health & Safety Committee, as instructed by the headteacher or Trust staff

RESPONSIBILITIES

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
2. Contribute to the overall ethos/work/aims of the school
3. Recognise own strengths and areas of expertise and use these to advise and support others
4. Ensure compliance by self and others with all health and safety policies and procedures
5. Ensure safe use by self and others of equipment and materials
6. Establish constructive relationships and communication with contractors and other agencies/professionals
7. Attend and participate in regular meetings
8. Treat all users of the school with courtesy and consideration
9. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
10. Assist in the preparation and specification for contracts for tender

Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities highlighted- in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



Personal Specification

JOB TITLE: Premises Manager

SCP: 24-27

Qualifications/Training	Essential	Desirable
Educated to GCSE level or equivalent or appropriate experience	Y	
A recognised qualification or equivalent experience in one of the following areas: Asset and Building Management, Facilities Management, or Health and Safety		Y
Hold a Full UK Driving Licence	Y	
Knowledge		
Good Numeracy/ Literacy Skills communication skills, both verbal and written	Y	
Full working knowledge of relevant polices/codes of practice/legislation	Y	
Knowledge of health and safety procedures and precautions	Y	
Knowledge of COSHH regulations	Y	
Awareness of health and hygiene procedures	Y	
Managerial skills		Y
Knowledge of moving and handling procedures	Y	
Use of appropriate specialist equipment/resources	Y	
Experience		
Significant experience working in a relevant discipline i.e. Senior caretaking/site keeping experience in a school or similar environment		Y
Management/supervisory experience		Y
Effective use of ICT	Y	
Competencies and Other Skills		
Willingness to participate in development and training opportunities	Y	
Ability to prioritise workload	Y	
Ability to organise and manage own time, be self-motivated and a key team player	Y	
Ability to self-evaluate learning needs and actively seek learning opportunities	Y	
Ability to relate well to children and adults	Y	
Good communication skills, both verbal and written	Y	



Date completed: January 2025

Overthorpe C of E Academy

As a school, we aim to ignite a spark for learning in all young minds, that inspires and creates independence for life, within an environment that is safe, stable and caring for all. Our staff, governors, parents and pupils are determined to provide the very best for our children so that they learn in school and for life.

We have a fantastic group of young people and amazing staff. The staff ensure that the children always have the very best experiences in school, provide a wonderful, enriching curriculum that enables ALL of our children to enjoy themselves and achieve great things!

We ensure that our 'Curriculum fit for Overthorpe', stimulates and excites our children to have a real purpose for learning, whilst ensuring all children fulfil their potential through a broad and balanced curriculum.

Our school vision reflects what we want for our Overthorpe family:

'Overthorpe is more than a school -
We are the heart of our community,
In our family, we nurture the courage,
And skills to fly higher than the flock,
Whilst always providing a nest,
To come home to.'

Our school's Christian values are Trust, Friendship, Endurance, Hope and Forgiveness; we aim to instil these in everything that we do in school and believe that these represent our fantastic pupils, Christian beliefs and the local community. We believe in all our children and we are committed to ensuring that our children are always ready for the next step of their development.

An Employee Assistance Programme is available to all staff, which offers you access to information, advice and support, on issues such as legal, medical, counselling etc. We have a comfortable and friendly staff room, which currently offers free tea and coffee at break times.



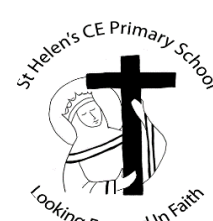
Enhance Academy Trust

Enhance Academy Trust is a Church of England Multi-Academy Trust comprising of thirteen primary schools located across Wakefield and Kirklees and a post 16 performing arts free school. The Trust was established in 2012 as a sponsor of Church of England and Community Schools.

The Trust works very closely with its academies and encourages them to help each other whilst at the same time allowing them a reasonable amount of earned autonomy. We have kept to this model whilst expanding and want to continue to follow similar principles in the future.

Our vision is to deliver improved educational outcomes and learning skills to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies so they can best serve their local communities.

For further information, visit www.enhanceacad.org.uk



Privacy Statement — Job Applicant

PRIVACY NOTICE FOR JOB APPLICANTS

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Overthorpe C of E Academy are the 'data controller' for the purposes of data protection law.

Please see below for details of our Data Protection Officer.

Successful candidates should refer to our privacy notice for the school workforce. for information about how their personal data is collected, stored and used.

Please contact the school should you wish to receive a copy of our employee privacy notice.

HOW WE USE EMPLOYEE INFORMATION

We collect and use data relating to those applying to work at our school. under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". Personal data that we may collect, use, store and share (when appropriate) about you, includes, but is not restricted to:

- Contact details
- Application form
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

WHY WE COLLECT AND USE THIS INFORMATION

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

- Comply with a legal obligation
- Carry out a task in the public interest

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements



Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

STORING THIS INFORMATION

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our data retention policy sets out how long we keep information. (Our data retention policy is available on request from the academy).

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

USE OF YOUR PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

WHO WE SHARE THIS INFORMATION WITH

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a Head Teacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below). Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested



You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

FURTHER INFORMATION

If you would like to discuss anything in this privacy notice, please contact:

Mr N Stott DPO – dpo@wntai.co.uk

