

## Salmons Brook School

*Improving the quality of children's lives by developing their potential*



## Premises Manager

Permanent/ Full-time

Required as soon as possible

SO1  
Outer London

**Headteacher:** Kimberley Matthews

**Telephone:** 020 3089 5900

**Email:** [office@salmonsbrook.edact.org.uk](mailto:office@salmonsbrook.edact.org.uk)

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

**Salmons Brook School:** Bell Lane, Enfield EN3 5PA

# About EdAct



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

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, and Salmons Brook School (SEMH) and the Konrad Halls Centre – EdAct's children's therapy and alternative education 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 Salmons Brook School



<https://www.salmonsbrook.org.uk/>

Salmons Brook School is a mixed special school, which caters for young people with social, emotional and mental health (SEMH) needs.

Our students' primary need will be SEMH and some may have co-occurring needs in one or more of the following areas: communication and interaction; cognition and learning; sensory and/or physical needs.

Our vision and core purpose is **improving the quality of children's lives by developing their potential.**

We are focused on developing positive character traits within our students and approach this through a shared commitment to our 'CREATE' values.

## **Our aim is that all students at Salmons Brook:**

- Engage and grow together as part of an inclusive Community, rooted in fairness.
- Develop secure and lasting Relationships, fostered by kindness.
- Share experiences that provide Enrichment, enhanced by teamwork.
- Foster ambitious Aspirations, through a commitment to learning.
- Build a culture of Trust, by displaying honesty in their actions.
- Achieve their potential, supported by a personalised Education and a curiosity for learning

## **We will achieve these aims by:**

- Delivering an innovative, ambitious and highly specialised curriculum, which includes exposure to enrichment activities that develop personal growth.
- Creating a therapeutic, student-centered learning experience, which focuses on the specific needs of the student, develops self-esteem and helps build secure and lasting relationships.
- Fostering community cohesion to challenge inequality and embrace diversity.

Salmons Brook School opened in September 2022 for 40 students Year 7—10. The building was designed and built to meet the needs of the students attending the school.

**Kimberley Matthews**  
**Headteacher**

## Job Description: Premises Manager

<b>Job title:</b>	<b>Premises Manager</b>
<b>Salary:</b>	<b>SO1 (Outer London)</b>
<b>Hours:</b>	<b>Working hours negotiable but will need to include the opening of the school building by 7am x 52 weeks</b>
<b>Responsible to:</b>	<b>School Business Manager, Chief Operating Officer, Headteacher</b>

Salmons Brook School is a specialist SEMH (Social Emotional Mental Health) school for young people aged 11 – 18. We have 70 places for young people. We opened in September 2022 for 40 young people in Year 7 – 10. Our vision and core purpose is to improve the quality of life for our school and wider community by nurturing potential. We are focused on developing positive character traits within our students and approach this through a shared commitment to our 'CREATE' values.

As a specialist SEMH school, knowledge and experience working with young people with SEND and SEMH is a requirement. We are a trauma-sensitive school which adopts a restorative approach to behaviour. We have developed a unique approach to teaching and learning that is designed to meet both the academic and SEMH needs of our students. Our teachers will need to embrace our 'four-element' curriculum model, as well as integrating our CREATE values and 'Circles of Intervention' into a holistic way of working within their subjects.

We are seeking to employ a Premises Manager to provide under supervision of the Business Manager, an ongoing support to the school to ensure a clean and safe environment. We are looking for a dedicated and enthusiastic individual with a varied skill set which may include site management, experience of caretaking and/or a background in trade skills.

We are in an exciting new phase of building growth as we construct a new Technical, Vocational Education and Training (TVET) Centre to further enhance our students' experience. As the school grows, you will work closely with the senior leadership team at Salmons Brook and the Trust to ensure the main building is maintained and our new TVET centre is handed over successfully.

Salmons Brook School is a unique school community and so we are looking for someone who will complement the existing staff team and who can work collaboratively with our young people, families, and staff to make an impact.

**(Continued on next page)**

# Job Description: Premises Manager

## **General Duties and Responsibilities:**

To work as requested by the Business Manager/Headteacher on tasks which could include any of the following:

## **Management Duties**

- Direct day to day duties of Premises Assistant
- Use Issues management system to triage, assign and perform jobs raised by School staff
- Ensure Health & Safety issues are logged and resolved in a timely manner
- Ensure that regular statutory checks are carried out and recorded, and that any issues remedial action is taken
- Monitor conditions of site buildings and grounds daily and take proactive measures to ensure appropriate standards are upheld. Report issues to the Business Manager/Headteacher and communicate updates appropriately
- Maintain all records of work undertaken by third party contractors
- Ensure third party contractors are supervised as appropriate
- Manage the School minibuses bookings and ensure buses are maintained, fueled and ready for school use

## **Security of premises and site**

- 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.
- 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.
- To report acts of trespassing to the headteacher, local authority or police as appropriate.

## **Cleaning**

- Carrying out emergency cleaning measures, e.g. following storms, break-ins, vandalism, spillages, graffiti etc
- Cleaning toilet areas during school day as appropriate
- To remove litter from playgrounds, paths, grassed areas and shrub beds of the school.
- The collection and disposal of recycling
- To remove weeds from paved areas, playgrounds and hard surfaces.
- Ad Hoc cleaning of windows and fascia's where required.

(Continued on next page)



# Job Description: Premises Manager

## External Agencies

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

## Porterage and general duties

- Remove, layout, stack and transport furniture and equipment within the school when required.
- Receive, store and distribute materials and other goods delivered to the school, as directed.
- 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.
- Assisting the school team with the lettings provision and helping to prepare the site before and after each booking.
- General maintenance and repair of the site including painting preparation where necessary.
- Ensure that Health & Safety precautions are taken and periodic safety checks are carried out.
- Assist the school team with any further scale appropriate tasks as directed by the Business Manager/Headteacher.
- Other reasonable duties as required by the Headteacher and Senior Leadership Team
- Occasional shift work and overtime required.
- Being aware of and complying with policies and procedures relating to Child Protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.
- Ensuring compliance with the Trust's Equal Opportunities and Equalities policies and taking an active role in promoting equality and diversity.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by the Senior Leadership Team or their Line Manager, commensurate with the skills, abilities and grade of the post. This job description may be amended at any time following discussion between the headteacher and member of staff.

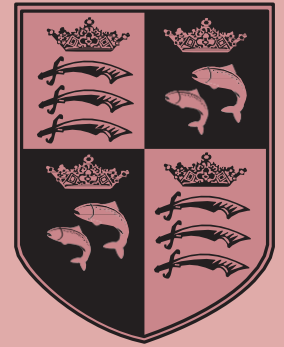
Whilst every effort has been taken to explain the duties and responsibilities of the post, certain individual tasks may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake any task of a similar level that is not specified in the job description.

All employees are expected to follow the staff code of conduct.

## Person Specification: Premises Manager

	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 communicating 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	✓	(Ability to drive minibus desirable)
Experience of working with site staff to achieve effective operation of facilities	✓	
Experience of working on building projects – preferably in an education environment	✓	
Experience of using Every Issues and Activities or similar premises management software		✓
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.	✓	

# How to apply



You can apply online by completing the application form:

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

We look forward to hearing from you.



Bell Lane, Enfield EN3 5PA

Tel: 020 3089 5900 Email: [office@salmonsbrook.edact.org.uk](mailto:office@salmonsbrook.edact.org.uk)

Headteacher: Andrew Lloyd

