

# Premises Manager

Recruitment Information for Candidates



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Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy, and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age appropriate curriculum choices, support, challenge and enrichment.

We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely



Mr G. Smith  
Chief Executive Officer



The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

**The Lower Academy** is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.



**The Upper Academy** is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English and science at GCSE level.



Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much needed skills to go on into university or the world of work.

**Position: Premises Manager**

Salary Range:	Band 6 £39,823 - £44,058
Working weeks:	52 weeks
Working Hours:	37 hours per week
Reports to:	Assistant Director of Operations
Responsible for:	Premises Team

**The Role:**

- To manage all premises activities across the academy sites, resolving issues quickly and effectively to maintain a safe, clean, secure and pleasant learning environment for our students, staff and visitors.
- To take responsibility for the maintenance and security of the academy premises and site, ensuring a safe environment.
- To manage the premises staff, including management of the performance management cycle for the premises team, including identifying individual training needs.
- Oversee contractors providing services to the Academy to ensure these are of the highest standards.
- Monitor the condition of the site buildings and grounds to ensure that appropriate standards are achieved.
- Responsible for all aspects of the academies facilities & premises including safety and security of academy buildings and grounds.
- To be able to solicit quotations for work, raise purchase orders, engage contractors and ensure expenditure does not exceed available budgets.

**Key responsibilities:**

**Site Security**

- To act as the first key holder, responding to emergency callouts and contacting approved suppliers as appropriate, so that safety and security is maintained, risk minimised, and the buildings protected.
- To ensure systems are in operation to keep the academy secure, including CCTV, entry systems and intruder and fire alarms, making sure these are set when the academy is closed.
- To take responsibility for the safe custody of keys, signing issued keys in and out when required ensuring processes are followed.
- To ensure that arrangements are in place for the academy buildings to be locked and secure at the end of the academy day and unlocked in preparation for the academy day.
- To ensure that the member of staff on duty patrols the building at least once each evening.
- To ensure all caretakers are aware of security systems in place, have relevant training and are aware of escalation processes.

**Health and Safety**

- To keep up to date with changes in relevant health and safety law, fire and building regulations, ensuring prompt compliance, implementation, monitoring and record keeping.
- To be the named H&S representative for outside agencies and the first point of contact for any internal concerns relation to H&S.

- To comply with the requirements of the Health and Safety at Work Regulations, ensuring the safety of themselves and others are maintained, and that Health and Safety responsibilities are carried out.
- To make safe any hazards on site, reporting any hazards or defects which cannot be resolved.
- To maintain up-to-date fire and health and safety risk assessments and organise fire evacuation drills each term with the Headteacher and wider SLT.
- To arrange periodic inspections/tests of the fire extinguishers, lifts, fire alarms and refuge alarm call points and ensure all fire exits and escape routes are always kept free from obstruction.
- To ensure the appropriate signs and notices are visible throughout the academy.
- To undertake relevant risk assessment during bad weather, taking necessary action, for example using rock salt during icy conditions to reduce hazards.
- To be responsible for monitoring and arranging services for all academy mechanical and electrical plant.
- Ensure academy vehicles are regularly checked, maintained and compliant.
- Ensure all logbooks, checklists and maintenance schedules are fully completed and periodically reviewed.

### **Premises Management**

- To regularly assess the condition of the building, reporting any defects and assessing the nature and extent of any repair work required.
- Record all small maintenance jobs that need to be done on Fresh Desk, including painting, locks, joinery, simple plumbing, gas work and electrical testing of appliances, determine when these jobs need to be done and undertake these within the time and capabilities of yourself and the Premises team.
- Weekly programme of work including for Academy holiday periods. Be mindful of budgetary constraints when determining what work can be done in-house and what must be commissioned externally.
- To take responsibility for the ordering, receiving and storage of goods, maintaining an inventory of tools and premises equipment and furniture, fixtures and fittings ensuring sufficient materials are available to support emergency repairs.
- To keep under constant review the appearance and state of repair of classrooms
- Ensure that the premises are kept free from pests and vermin.
- To contribute to decisions regarding site development and be the point of contact for all contractors.

### **Grounds Maintenance**

- To be responsible for maintaining the grounds to a high standard, undertaking rubbish removal, path clearance, weeding and tree and shrub pruning as and when required.
- To monitor the ground maintenance contract and ensure that it is performed to a high standard and to organise specialist grounds work as required.
- To monitor the perimeter of the boundaries to ensure that all fences are safe and secure.

### **Lettings**

- To oversee all lettings in conjunction with the Finance Assistant, ensuring the safe and efficient use of the site and carrying out appropriate induction for hirers, including fire evacuation procedures
- To resolve issues as they arise and report any abuse of the letting system.
- To ensure that the facilities are set up for hirers in accordance with the hire agreement, and that the area left clean after use.
- To ensure there is an appropriately member of staff on site during letting who has had the relevant training, including pool management.

## **Line Management**

- To be responsible for day-to-day line management of Senior Caretaker, Caretakers and Lettings Officer
- To ensure that all staff have the relevant training and skills appropriate to their role.
- To coordinate shift patterns and manage site rota in conjunction with the Assistant Director of Operations ensuring that there is always sufficient capacity across the academies.
- Be responsible for the processing paperwork in relation to absence management, probation and annual performance management.
- Experience of leading, managing and motivating a team of staff, offering dynamic and effective leadership. Leading by example and to be a role model to the team.

## **Other**

- To attend weekly meetings with the Assistant Director of Operations to plan and review progress.
- To undertake other various responsibilities as directed by Line Manager or the Executive Headteacher
- The post holder will be expected to arrange holiday/sickness cover within the team to ensure there are always sufficient staff on site.
- To carry out Risk Assessments
- In conjunction with the Assistant Director of Operations create a 3-year rolling maintenance and capital investment programme.
- Regularly review SLAs to ensure quality service and value for money.
- To participate in professional development





# THE BASILDON ACADEMIES

## **PERSON SPECIFICATION**

### **Qualification Criteria**

- Right to work in the UK.
- Relevant Health and Safety qualifications, IOSH, NEBOSH, COSHH and Competent Person or willingness to undergo training as required.
- Understanding and ability to apply regulations (such as health & safety, fire, manual handling regulations)

### **Essential Experience**

- Highly skilled/ experienced in managing caretakers, building and/or garden maintenance.
- Experience of plumbing, carpentry or electrical work desirable
- Experience of maintaining grounds (knowledge of pools an advantage)
- Previous experience of working in a school/academy environment is desirable.

### **Personal Characteristics**

- Excellent team leader with a 'can-do' attitude and ability to prioritise tasks.
- Helpful, caring and willing to undertake extra tasks and support colleagues.
- Strong oral communication skills, with the ability to communicate tactfully and effectively.
- Understands the importance of confidentiality and discretion.
- Able to follow instructions, as well as show initiative, make good judgments and lead when required.
- Self-motivated and resilient with the ability to work calmly under pressure.
- Flexible attitude towards work (able to work varied shift patterns and be on call for emergencies)
- Be able to create effective working relationships with those working within the academies, being accessible and approachable.

### **Specific Skills**

- Ability to manage, motivate and develop an effective team including managing and reviewing performance against agreed targets.
- Ability to organise, manage and supervise the work of others (e.g. contractors and cleaners)
- The post holder must be able to meet the physical demands of the role.
- Ability to use computer control systems and undertake basic administrative tasks.
- Skills in plumbing, electrical work, carpentry/joinery, painting and glazing

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training.
- This post is subject to an enhanced Criminal Records Bureau disclosure.

## Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please telephone or email our Recruitment Coordinator, Dani Silk on 01268498683 or email [recruitment@basildonacademies.org.uk](mailto:recruitment@basildonacademies.org.uk)
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. Send your completed application form by email (if downloaded from our website) or through the post to:

[recruitment@basildonacademies.org.uk](mailto:recruitment@basildonacademies.org.uk)

Mrs Dani Silk  
Recruitment Coordinator  
The Basildon Academies  
Wickford Avenue  
Pitsea, Basildon  
Essex, SS13 3HL

## Appointment Process

- i. Suitable applications will be shortlisted for interview (as quickly as possible)
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

## Pre-employment Checks

The Basildon Academies is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

### **Equal Opportunities**

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

### **Recruitment monitoring information**

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.



