



**Application Pack for the position of
Residential Premises Manager**

Glenthorne High School
Required from March 2025

www.glenthorne.sutton.sch.uk

PACK CONTENTS

Job Description	3, 4, 5 & 6
Person Specification	7
Information for applicants	8 & 9
Guidance to applicants	10 & 11
Dates for your diary	12
Willow Learning Trust Benefits	13

JOB DESCRIPTION

Post Title:	Residential Premises Manager
Responsible to:	Headteacher
Responsible for:	Site Team and Contractors
Grade/Scale:	6/SO1 (plus local house at reduced rent)
Hours of work:	36 hours per week; worked over five days per week, Monday to Saturday (Rota' d), 52 weeks per year.

Key Responsibilities

To be accountable to the Headteacher for all aspects of site compliance. This includes health & safety, security, cleanliness, portorage, monitoring contracts/contractors, minor repairs, organising quotes/tenders and contractors/workmen.

To ensure the Trust receives best value for money on products and works and work with Headteacher on building/H&S budgets.

General responsibilities

- ◆ To ensure the school is compliant in all H&S requirements and these are recorded and readily available through compliance software.
- ◆ To be proactive in ensuring the management and maintenance of the buildings and environment are effectively undertaken.
- ◆ To manage an effective Site team ensuring the needs of the school are met through training and development of staff.

Financial Duties

- With Headteacher, monitor the Site, Maintenance and cleaning materials budget.
- Assist the Headteacher in the property and asset management of the school.
- Advise Headteacher on the cost of external providers and ensuring that a proper procurement process is adhered to when purchasing goods and services.
- To work with Headteacher and Director of Finance to prepare documentation for tenders or specifications of small to medium projects

Premises Oversight

- To work with Headteacher on a rolling 5-year maintenance and refurbishment programme for the school site.
- To undertake a weekly walking tour of the site to identify H&S/maintenance concerns and plan to rectify record tasks on compliance software and delegate to Site team.
- To meet with Headteacher on a weekly basis to discuss all premises concerns, future plans and budget.
- To prepare documentation and evidence for CIF bids, including identifying invoices, expenditure and maintenance issues.
- Ensure all necessary H&S contracts are in place and the site is fit for purpose.
- Management of contracts; ensure contractors perform to the standard laid down in the specification, including the following contractors: grounds & window cleaning contracts. Report to the Headteacher on any failure to meet the required standards.
- Ensure the school annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces is completed effectively, checked and issues reported to cleaning contractor if required.
- Management of day-to-day maintenance tasks and requests for minor works, ensuring they are completed quickly and effectively.

- To check the weekly bulletin and school diary to ensure the school is prepared for events including; portorage e.g. moving furniture and equipment, setting up for Parents' Evenings, School Productions etc.
- Manage the provision of portorage ensuring deliveries are moved to various parts of the building as appropriate.
- To maintain cleanliness and general tidiness of all external areas and ensure litter bins are emptied daily.
- To ensure the school has adequate supplies of hygiene/toiletry products which are always available in toilet facilities.
- Monitor energy and water usage and take steps to make efficiencies where possible.
- To ensure the school reception, hub and front of school are kept clear and welcoming.
- Attend and contribute to site meetings relating to major school building works and follow up on any action points attributable to the school.

Health and Safety Duties

- To keep always updated of Health & Safety regulations and ensure these are applied in school, communicating any changes as required.
- To organise H&S audit and ensure all identified actions are completed swiftly and efficiently.
- To ensure recommendations from the school's insurance company are actioned swiftly and effectively.
- To carry out weekly H&S inspections.
- To undertake and record on compliance software, measurement of water temperature, flushing of showers, taps, to prevent Legionella.
- To ensure Site Risk Assessments are regularly reviewed and uploaded to compliance software.
- To ensure the site is safe and that all emergency exits are clear of obstacles.
- To manage maintenance, testing and record keeping of the fire and intruder alarms.
- To report immediately to the Headteacher any accident, dangerous occurrence or practice or threat to H&S and record on compliance software.
- Ensure the school is compliant in its H&S responsibilities: including the following:
 - * Legionella checks
 - * Fire Risk Assessment
 - * Fire extinguisher checks
 - * Fire & intruder alarm checks
 - * Electrical wiring testing (5yrs)
 - * PAT testing
 - * Asbestos Register
 - * Asbestos Management Plan
 - * Tree inspections
 - * Outside equipment inspections
- Ensure COSHH regulations are adhered to, staff are aware of risks and products are not accessible to students.

- To ensure safe access to school in adverse weather conditions.
- To ensure the school is always clear of pests, contacting Pest control as required.
- To ensure Premises team have attended relevant H&S training, it is recorded and renewed as appropriate.

Site Maintenance

- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Inspect all outside areas for hazardous materials
- To organise/undertake maintenance projects as directed by the Headteacher.
- To ensure all maintenance tasks are responded to within 48 working hours.
- To ensure all drains, gullies are clear and clean and ensure effective operation.

Compliance Software

- To review daily tasks submitted through compliance software, allocate tasks and communicate to member of staff the task status on a regular basis.
- To ensure Compliance software up to date with compliance documentation, servicing and maintenance records, H&S requirements, Risk Assessments and regular checks ie. Fire alarm check, water flushing.
- To record and report any accident, dangerous occurrence or practice or threat to H&S on compliance software.
- To record accidents following school H&S policy on compliance software and report to Headteacher.
- To monitor, prioritise and allocate tasks submitted through software.
- Security
- To be responsible for site security on the site and primary key holder.
- To ensure all CCTV is working properly and effectively, provide data to Headteacher as requested.
- To ensure all CCTV footage is secure and not shared or viewed by unauthorised persons.
- To be first on call in the event of any emergencies, liaise with emergency services.
- To be responsible for the opening and closing of the school at the beginning and end of the school day (this maybe delegated).

Lettings

- To be aware of all out-of-hours activities and lettings at the school and arrange for the opening, closing and heating of the school as required.
- To work closely with the Lettings Administrator on letting site and MUGA.
- To ensure site supervision for lettings, liaising with hirers , providing assistance, if required.
- To ensure that furniture, materials and equipment are provided as per the lettings agreement and replaced following the let.
- To ensure that the normal daytime duties for site staff are carried out during evening and weekend lettings with particular attention to site security.

Team Management

- Planning and work allocation for Site Team to ensure the team works efficiently and effectively, inclusive of school holidays.
- To rota Site Team fairly and in line with the needs of the school.
- Ensure Site Team cover during school terms and school holidays.
- To undertake or delegate task to team: minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Induction and instruction of site staff to ensure they are conversant with their duties and the standards of work expected of them and receive appropriate on-the-job training.
- To undertake the performance management of Site Team ensuring continuing professional development.

- Supervision of Site Team to maintain effective working relationships, monitor timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained.

School Transport

- To ensure a weekly check is carried out on school minibuses to ensure road worthiness.
- To ensure Minibuses are cleaned internally and externally weekly.
- Organise MOT and servicing of Minibuses.

General Site Duties

- To visually inspect electrical fittings and report defects as required. Ensure replacement of bulbs, fluorescent fittings, shades and domestic fuses as required.
- Manage the removal of all graffiti as required by the Headteacher.
- Manage the synchronisation of all clock, time switches, etc as required.
- To follow procedure in times of emergency to assist in the evacuation or lockdown of school.
- Management of grounds maintenance contractors.
- Ensure those parts of the school grounds not covered by the grounds contract are well maintained and presented including the MUGA.
- To ensure the MUGA is kept free from debris including leaves and litter and plan a weekly schedule for the Site Team.
- To be responsible for the supply and availability of housekeeping items and ensure adequate supplies.
- To complete an annual stock take of disposable items, tools and equipment for audit purposes.
- To ensure all tools (including power tools) and equipment are in good repair and ensure site team receive training were appropriate prior to use.
- To ensure all ladders are inspected regularly, labelled with inspection date and recorded on compliance software.
- Ensure the school is clean, tidy and conducive to learning e.g. Litter picking, collecting and disposing of refuse, disinfecting bins as required, ensuring toilets are stocked with toiletries.

All Staff

- To work collaboratively within immediate team and the wider school community.
- To be fully committed to the safeguarding and promotion of welfare for all young people.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
- To undertake further training and development as required to meet H&S requirements, the needs of the school or as requested by the Headteacher.
- To undertake any other duties as may be required from time to time by the Headteacher/SLT.

PERSON SPECIFICATION

Premises Manager

		Essential	Desirable
Qualifications & Knowledge			
1.	Vocational qualification in related skills i.e. plumbing, carpentry		✓
2.	Vocational qualification in related skills and/or Facilities Management		✓
3.	Good level of general education including English and Maths.	✓	
4.	Ability to understand and apply regulations and good practice such as Health & Safety, manual handling, COSHH, Legionella etc.	✓	
Experience			
5.	Experience of working in building/property, maintenance services in a practical, hands-on capacity. (Minimum 3 ys)	✓	
6.	Experience in facilities or site management.	✓	
7.	Experience in working in a school environment		✓
8.	Experience of writing Risk Assessments.		✓
Skills			
9.	Ability to manage tender bids and support CIF bids, providing all relevant documentation and costings.	✓	
10.	Ability to manage site team, delegate tasks to ensure all tasks are complete in the required timespan.	✓	
11.	Able to undertake basic DIY tasks.	✓	
12.	Good IT skills, including email and Microsoft packages	✓	
13.	Competent in the use of Every Compliance software		✓
14.	Clean driving license and ability to drive minibus.		✓
Personal Qualities			
15.	Works flexibly, independently and as part of a team	✓	
16.	Ability to supervise and motivate a team, able to resolve most people issues.	✓	
17.	Ability and willingness to undertake a variety of related duties.	✓	
18.	Ability to prioritise own and team workload, including conflicting demands and maintain calmness whilst working under pressure.	✓	
19.	Presentation of an appropriate professional image in order to adhere to the school's Dress Code for staff.	✓	
20.	Proactive, enthusiastic, determined and an insistence on high standards.	✓	
21.	Commitment to Health & Safety of the school site and school community.	✓	
22.	Accepting of the demands of school life, and willing to work outside school hours as required.	✓	
23.	Ability to foster good working relationships with staff and pupils at all levels.	✓	
24.	Commitment to safeguarding responsibilities and the need to work within the school's Child Protection Policy.	✓	
25.	Ability to be confidential and appreciation of the issues surrounding confidentiality.	✓	
26.	Commitment to equal opportunities.	✓	
27.	Willingness to participate in, and show commitment to, own continuing professional development.	✓	
28.	Accept accommodation on school site.		✓
Physical abilities			
29.	Be reasonably fit to carry out the duties of the job, including some manual handling and lifting, with reasonable adjustments if required.	✓	
30.	Willing to carry out work at high levels using appropriate equipment	✓	

INFORMATION FOR APPLICANTS



Glenthorne High School is a successful, over-subscribed, mixed comprehensive school for pupils between the ages of 11 and 19 situated in the London Borough of Sutton. In July 2017 we became part of the Willow Learning Trust with two local primary schools: Aragon and Abbey.

We believe in Achievement for All. We have a reputation for excellence and are well known for high standards of achievement and behaviour. Significant investment in facilities over the last few years has seen the building of a new 6th form facility and most recently a MUGA (Multi Use Games Area).

We were inspected by OFSTED in November 2021 and were judged good with outstanding in Behaviour and Sixth-form provision. Inspectors recognised 'pupils are happy and safe and behave exceptionally well'. Relationships between staff and pupils are excellent. Also recognising Leaders and staff high expectations of pupils and that pupil do well in their subjects and are focused on doing their best.

The school was designated as a National Teaching School in March 2013 and we developed the Sutton Teaching School Alliance to support professional development and further improve best teaching practice across the Borough of Sutton. Glenthorne became a SCITT in 2014, leading secondary and primary schools in Sutton and Merton to deliver high quality ITT. The SCITT was judged 'Outstanding' in 2021. The SCITT comprises of over 20 high-performing local, yet diverse secondary and primary schools, which have made rapid progress over recent years, have high expectations of students and view teacher training as the key to future success.

We also have a specialism in the arts. We are a centre of excellence in the arts and hold the Artsmark Gold Award. We hold the Challenge Award recognising excellence in meeting the needs of our more able pupils. Professional development is encouraged at all levels of the school and is supported by performance management.

We value professional development and there are opportunities to develop subject, pastoral, and management skills.

Our priorities are to continue to improve specific aspects of teaching and learning, develop our curriculum and raise standards of attainment. Standards achieved by our pupils in public examinations are high; GCSE & A level results stand at:

- 44% of entries obtained A*/A grades or 9-7 grades
- 89% of pupils gained at least a standard pass in English and Maths
- 76% of pupils gained at least a strong pass in English and Maths
- 93% of pupils achieved at least a standard pass in English Language or Literature.
- 87% of pupils achieved at least a strong pass in English Language or Literature.
- 90% of pupils achieved at least a standard pass in Maths.
- 79% of pupils achieved at least a strong pass in Maths.
- A Level results at 100% with 89% A*- C grades.

The curriculum at Glenthorne is organised into Subject Areas, each with its own Subject Leader. In Year 7, pupils are set in core subjects and languages with mixed-ability groups for other subjects. A wide range of GCSE and A Level courses are taught together with BTEC and other vocational courses. Subjects are taught in their own suites of well-equipped classrooms. Extra-curricular activities are a further strength of the school. Subject Areas encourage a wide range of extra-curricular activities - visits to galleries and theatres, clubs in Science and Technology, field trips, museum visits and so on. Recent school productions have included "We Will Rock You", "Mary Poppins" and "Oklahoma". All involved over 100 pupils and proved to be huge successes.



Sport is a key area of achievement and the school runs a Football Academy for Sixth Form students. We run many teams and clubs in a variety of different sports. There is also an excellent Challenge Week for all KS3 students in July each year designed to promote teamwork, problem solving, creative thinking and resilience.

Pupils at the school are organised in mixed-ability tutor groups with nine (ten in Y7/8 & 9) in each year group. Most form tutors and Heads of Year move up the school with the year group. Together they play an important role in the monitoring of pupil progress as well as in supporting individual pupils. All pupils and staff are all allocated to one of four Houses: Rollason, Seacole, Turing and Morris, providing opportunities for pupils in all year groups to work together in friendly competition.



The SEN Department at the school is fully committed to supporting the needs of pupils who experience learning, behavioural or emotional difficulties. We offer a wide provision of intervention and support encompassing literacy, numeracy, speech and language, social skills, anger management and individual mentoring.

We also offer a wide variety of benefits including Electric car scheme, cycle to work, Benenden Healthcare, on-site parking and generous pension scheme.

Willow Learning Trust is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, belief, sex or sexual orientation. The Trust works hard to provide a working environment and management practices which balance the drive for high standards and expectation with the need to promote employee wellbeing and good health.

Please note the Trust is committed to promoting and safeguarding the welfare of all our children and staff. As such, all posts are subject to an on-line check, enhanced DBS disclosure and pre-employment checks.

GUIDANCE TO APPLICANTS

Please read these carefully before making your application.

THE APPLICATION FORM

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

PERSONAL DETAILS

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

CAREER HISTORY

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

EDUCATION, QUALIFICATIONS, TRAINING

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

STATEMENT OF SUITABILITY

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.

PRE-EMPLOYMENT CHECKS & ONLINE CHECKS

If you are offered the post, the offer will be made subject to receipt of satisfactory references, online check, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you.

We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances,



you may be asked to go for a medical examination. You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

RELATIONSHIPS

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

INTERVIEWS

Glenthorne has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview.

Prior to interview you will be asked to complete a Criminal Records Self Declaration, any issues of concern arising from a reference and/or Self Declaration will be explored during the interview process. At interview you will also be asked questions related to your Personal Statement, safeguarding and promoting the welfare of children.

COMPLAINTS

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.

DATES FOR YOUR DIARY

The deadline for applications is **11.59 pm , Sunday 9th February 2025**

We reserve the right to interview and appoint before the closing date should a suitable candidate apply.

JOINING DATE: March 2025





The Willow LEARNING TRUST KEY BENEFITS



PROFESSIONAL DEVELOPMENT

- Comprehensive programme of professional development for teaching and non-teaching staff
- A long and successful track record of supporting teachers from ITT, through ECT and into leadership roles
- Bespoke ECT programme
- Collaborative opportunities to work on innovation and in partnerships across the Trust
- Apprenticeships opportunities to support the development of staff new to role

WELLBEING

- 24/7 Employee assistance programme
- 50% discount on Benenden healthcare
- Opportunities for flexible working
- Hybrid working available for suitable posts
- PPA time that can be worked from home (Primary Schools only)
- Protected 'gained time' for planning (Secondary School)
- Wellbeing activities and initiatives suggested by staff



FINANCIAL

- National pay and conditions for teachers and support staff
- Golden Hello available for some teaching posts
- Recruitment and retention allowances
- Generous pension schemes
- Salary sacrifice schemes including: Cycle to work and Electric vehicles, legacy childcare vouchers
- Long service awards