



Level 4 Premises Manager

Permanent role – 36 hours per week, working full year

Commencing September 2024

Plantation Primary School Recruitment Pack



MAXIMISING POTENTIAL



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Welcome

Dear Applicant,

Thank you for your interest in the Level 4 Premises Manager vacancy at Plantation Primary School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team from 1st September 2024.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Plantation Primary School and the Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr S Hanley
Headteacher
Plantation Primary School



Plantation Primary School

Plantation Primary School is a vibrant and inclusive primary school located in the heart of Halewood, Knowsley. As we expand from a two-form to a three-form entry school, we are seeking dedicated and passionate educators to join our team. With a commitment to recruiting, nurturing, and developing staff, we offer a supportive and welcoming environment where every team member is valued.

- **Opportunities for Growth:** Join a growing school with a proven track record of staff development
- **A Collaborative Environment:** Work as part of a supportive team with excellent colleagues
- **An Inclusive Community:** Be part of a school that values diversity and inclusion
- **Modern Facilities:** Benefit from a new school building programme and ongoing refurbishments
- **Expansive Grounds:** Utilise extensive school grounds to enhance the learning experience of our pupils.
- **A Network of Support:** Access support and networking opportunities within the Rowan Learning Trust.
- **A Nurturing Restorative Approach:** Embrace a restorative, trauma informed behaviour approach in our school culture.
- **Your Professional Development:** Develop leadership skills as a subject leader and support the wider school.
- **Strong Governance:** Enjoy the backing of a supportive governing body and uphold our Super Values.
- **A Warm Welcoming Atmosphere:** Join a friendly and welcoming school community with supportive staff.

Why Join Us?

- Make a significant impact in a school that values your growth and development.
- Collaborate with a supportive team and benefit from excellent colleague support.
- Contribute to an inclusive school community that prioritises diversity and equality.
- Work in a modern school environment with ongoing refurbishments and ample resources.
- Utilise extensive school grounds to enhance the learning journey for our pupils.
- Access support and networking opportunities within the Rowan Learning Trust.
- Embrace a restorative behaviour approach and develop leadership skills as a subject leader.
- Join a warm and welcoming school community with a strong ethos supported by our Super Values.
- Enjoy the backing of a supportive governing body committed to your success.



The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises nine schools: three high schools, an all-through alternative provision academy and five primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 9 schools
- 10 sites
- 675+ employees
- 5 local authorities
- £37,000,000 annual budget
- 80+ governors



Job Description

Level 4 Premises Manager

Location: Plantation Primary School, Hollies Road, Halewood, Liverpool, L26 0TH

Salary: Grade G, SCP 19 – 22 (£29,777 - £31,364)

Working pattern: 36 hours per week, working full year

Main Purpose of Post

Support the Headteacher by taking responsibility for the management of the school (site) premises including the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment. Management of other premises staff including their deployment and performance management. Oversee external contractors working on the designated school (site) premises.

Main Duties

Security and Safety

- Responsible for the completion of the risk assessment of security risks to the designated school (site) premises (grounds, premises and contents) including vandalism/arson.
- Arrange for security checks to be undertaken and advise on how security risks can be minimised.
- Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.
- Respond to and accurately record all call outs, liaising with the security force and police as appropriate and make premises secure after break-ins.
- Manage Fire safety equipment provision and scheduling of fire and emergency evacuation drills.
- Undertake the role of Fire Marshall.
- Responsible for the safe storage of materials covered by the COSHH regulations.
- Ensure stringent health and safety provision and adherence to safe working practice by all staff.

Energy Management

- Manage the prevention of waste and reduce energy consumption throughout the designated school (site) premises.
- Ensure lights and other equipment are switched off as appropriate.

Porterage

- Manage and control cleaning materials and equipment including the ordering, storage and distribution to appropriate personnel.
- Undertake porterage of stock, furniture and equipment as required.
- Responsible for the timely and accurate preparation and use of specialist equipment/resources/materials.
- Responsible for the management of stock within an agreed budget, cataloguing resources & undertaking audits as required.



Maintenance

- Manage a preventative planned maintenance programme including routine inspections of the designated buildings, fixtures, fittings, premises and grounds to assess for minor work or repairs to be carried out to maintain safe and satisfactory conditions.
- Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.
- Undertake minor/simple repairs as required, e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.
- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
- Monitor the cleanliness of the designated school (site) premises, liaising with the Cleaning Supervisor on a daily basis.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated school (site) premises.

Support for the School / Organisation

- Manage Health and Safety risk assessments and dissemination and compliance with health and safety policies and procedures.
- Complete all necessary administration, submitting information as required to Senior Management Team to aid decision making.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the organisations ethos, aims and development/improvement plan.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the induction of other support staff as required.

Line Management Responsibilities

- Manage the premises function including any Premises Staff (where appropriate), inclusive of central liaison point and deployment of resources.
- Manage and where appropriate authorise all relevant paperwork e.g. timesheets prior to forwarding to appropriate person for processing.
- Manage records, information and data producing analysis reports as required .
- Ensure effective team communication, holding regular team meetings with relevant staff.
- Undertake recruitment, induction, training and development and performance management appraisals of managed staff (where relevant).

Note: This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. In addition to the above, other duties at the same responsibility level may be interchanged with/added to this list at any time.



Person Specification

Communication and influence

- Selects the appropriate content and delivery style to communicate ideas, plans and decisions.
- Ensures communication delivers the right sense of urgency and importance.
- Speaks and writes in a way that results in effective action.
- Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.

Team working

- Builds trust and respect with individuals throughout the organisation, developing collaborative and consultative working relationships across school
- Communicates openly and interactively, listening carefully to others and valuing their opinion
- Openly shares information and own expertise with others to enable them to achieve their goals.

Organisational Awareness

- Keeps up to date with premises developments, analysing and interpreting how these impact on own area of responsibility.
- Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the organisation.
- Regularly networks inside and outside the organisation to exchange ideas and information.

Adaptability

- Contributes personally to the change process
- Helps others to understand the need and reasons for the change.
- Effectively implements new ideas and methods to adapt working practices.
- Helps plan, develop, set up and monitor systems and processes to effect change.
- Challenges existing practices and conventional thinking.
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Use of technology

- Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available.
- Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.



Professional Values and Practice

- Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.
- Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.
- Ability to improve your own practice through observations, evaluation and discussion with colleagues.

Experience and knowledge

- Demonstrates experience in a relevant discipline i.e. senior caretaking/site keeping in a school (site) or similar environment
- Management/supervisory experience desirable
- Demonstrates an understanding of inclusion.
- Ability to relate well to children and adults.
- Full working knowledge of relevant policies/codes of practice/legislation
- Knowledge of health and safety procedures and precautions.
- Knowledge of COSHH regulations.
- Awareness of health and hygiene procedures.
- Knowledge of moving and handling procedures.
- Knowledge of the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.

Qualifications and training

- GCSE Grade C (Grade 4) or above in Maths and English
- Relevant Level 4 qualification or equivalent experience.
- Requirement to complete Support Staff Induction programme.
- Willingness to undertake appropriate first aid training.



How to Apply

Please submit an application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to p.robinson@rtl.education

Alternatively, send a hard copy to:

Mr S Hanley
Headteacher
Plantation Primary School
Hollies Road
Halewood
Liverpool
L26 0TH

Closing Date: Monday 8th July 2024

Interview Date: Tuesday 16th July 2024

Plantation Primary School and The Rowan Learning Trust are committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010 and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996, all prospective employees will be required to supply evidence of eligibility to work in the UK.

We will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

Plantation Primary School is an equal opportunities employer.



The Rowan Learning Trust

Registered Office: Oltec House, 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464



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