**Regional Premises Manager**

**Job Role:** Regional Premises Manager

**Location:** St Helens Regional Hub

**Salary:** NJC Grade 6, SCP 24-29

**Contract:** Permanent, All Year

**Reports to:** Head of Facilities Management

**Job Focus**

The Regional Premises Manager will lead the Premises Department across the academies within the St Helens Regional Hub on a permanent basis. This role will support the Trust in overseeing support service to its students.

Supporting the Head of Facilities Management by taking responsibility for the premises management of the Academies within the St Helens Regional Hub, 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 site/premises.

All staff at All Saints Multi Academy Trust should actively follow and promote the mission, policies and standards of the Trust which require:

* Supporting the ethos of the Trust which enables students to experience, develop and practise Christian values and living.
* Be fully committed to raising standards.
* Create a culture which celebrates the positive and encourages all kinds of achievement.
* Ensure, good communication and working in partnership with others.
* Support a caring and compassionate community, through being aware and responding to the needs of others.
* Promote a happy, stimulating and ordered environment.
* Be committed to high standards of professional co-operation and integrity.



**General Duties**

* To be responsible for the maintenance of the regional academy sites and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the installations and plant for lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation etc.
* To be responsible for the management of the regional academy premises during lettings to the community/others, and for the development of all academy facilities for out of school use.
* To be responsible for the upkeep of playing fields, gardens, all weather surfaces, tennis courts and land drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way.
* Management of relevant SLAs/contracts in relation to provision of services and presentation of recommendations as a result of ongoing monitoring and evaluation of contracts to the Head of Facilities Management.
* Management of major building works and projects.
* Ensure that all health and safety requirements are met.
* Manage the security of the buildings during and outside Academy hours.
* Respond appropriately to any emergencies if and when they arise.

**Health & Safety**

* To act as the regional Health and Safety Coordinator and Fire Officer and undertake all recommended and statutory risk assessments.
* Undertake the role of Fire Marshall.
* Implement the Trust’s Health and Safety policy to comply with requirements of Health and Safety at Work Act and other relevant legislation.
* In cooperation with the Fire Service/others be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
* To keep up to date concerning the elements of fire safety are and the associated risks to the academy through the process of risk assessment.
* Ensure all recommended and statutory monitoring is undertaken in a timely fashion.
* To keep up to date with the main health and safety issues specific to the academy and how they relate to students, staff, visitors and contractors.
* To keep up to date with risk assessment tools and how to use those to identify hazards within the academy and the associated risk involved.
* Assist in the review of the disaster recovery plan and its place within the management procedures of the regional academies.
* ****Responsible for the safe storage of materials covered by the COSHH regulations.
* Ensure stringent health and safety provision and adherence to safe working practices by all staff.

**Security**

* Responsible for the completion of security risk assessments including vandalism and 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 practicably possible.
* Ensure response to and accurately record all call outs, liaising with the security force and police as appropriate and make premises secure after break-ins.

**Resources**

* Operate office equipment in accordance with manufacturer’s instructions.
* To arrange the orderly and secure storage of academy supplies.
* Undertake routine general financial administration.

**Sustainability and Energy Management**

* Fully embrace the Trust’s commitment to maximising sustainable approaches to its operation.
* Undertake recycling and reuse approaches in line with waste management policies.
* Manage the prevention of waste and reduce energy consumption throughout the sites/premises.
* Ensure lights and other equipment are switched off as appropriate.
* To be responsible for the effective and efficient operation of academy heating systems.
* Maximise the use and efficiency of academy sustainable energy supplies. Specifically, biomass boilers, wind electrical generation and PVCs.
* Monitor designated energy and other indicators to keep the regional academy’s operating efficiently.
* Ensure the distribution of key operations data to the academy’s electronic display.
* Report as required data on the operation of the site.

**Porterage**

* Manage and control cleaning materials and equipment including the ordering, storage and distribution to appropriate personnel.
* Coordinate porterage of stock, furniture and equipment as required.
* Responsible for the timely and accurate preparation and use of specialist equipment, resources and materials.
* Responsible for the management of stock within an agreed budget, cataloguing resources and 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 conditions.
* Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.
* Undertake minor repairs as required.
* Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
* Monitor the cleanliness of the academies ensuring they are maintained to high standards, liaising regularly with the Cleaning Supervisor/Operators.
* ****Ensure that good levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of premises.

**Support for the Academies**

* Enable access to the academies as required.
* Complete all necessary administration, submitting information as required to the Principal/Headteacher, to aid decision making.

**Safeguarding**

* Understand and adhere to the Trust’s Child Protection and Safeguarding Policy and the DfE’s guidance ‘Keeping Children Safe in Education’.
* Ensure awareness of the statutory obligations the Trust has towards safeguarding students.
* Be aware of indicators of safeguarding and child protection concerns.
* Be vigilant as to where absence or poor punctuality could be indicative of safeguarding concerns.
* Escalate safeguarding concerns about students to the DSL immediately.
* Understand the limits of confidentiality, e.g. in the case of a safeguarding concern where information must be reported to the DSL or external agencies.

**Staff responsibilities**

* As a member of the Trust, provide support and cover for other members of staff as required.
* Management responsibility for designated support staff, including performance management, attendance, training and development.
* As required to take a role in relation to recruitment and selection and effective induction of support staff posts.
* Responsible for the effective communication with line manager, support staff, holding regular team meetings with designated staff.

**Corporate responsibilities**

* Pursue and promote the achievement and integration of diversity and equality of opportunity throughout the academy’s activities.
* Plan, monitor and review health and safety within areas of personal control.
* Participate in the academy’s performance management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
* Undertake other such reasonable duties as may be required from time to time and to annually review the role and responsibilities.

**Additional Notes**

* ****All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
* This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.
* The job purpose and key statements remain indicative and by no means exclusive – given the evolving needs of the academy, flexibility among staff is very important.
* The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
* A DBS certificate will be required on successful application to a position at the academy.

**Person Specification**

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| **Qualification and development** | **Essential** | **Desirable** | **Source** |
| 5 GCSE passes including English and Maths | E |  | A/I |
| Evidence of recent and relevant continued professional development | E |  | A/I |
| Specific training in Health & Safety in an educational setting |  | D | A/I |
| NEBOSH Qualification |  | D | A/I |
| **Leadership** | **Essential** | **Desirable** | **Source** |
| Evidence of managing a large team | E |  | A/I |
| **Recent professional experience** | **Essential** | **Desirable** | **Source** |
| Working in a school environment at supervisor level | E |  | A/I |
| Managing, organising, leading and motivating other staff | E |  | A/I |
| Successful experience of facilities management | E |  | A/I |
| Managing budgets | E |  | A/I |
| Experience of project management, planning, managing and monitoring or work | E |  | A/I |
| Experience of managing contractors and health and safety protocols | E |  | A/I |
| Experience of delivering training and development programmes for staff |  | D | A/I |
| Evidence of identifying priorities and constructing and improvement plan |  | D | A/I |
| Working in partnership with other educational institutions or agencies |  | D | A/I |
| **Knowledge and skills** | **Essential** | **Desirable** | **Source** |
| Experience in the operation of building management systems | E |  | A/I |
| Experience in the operation of heating systems and plant | E |  | A/I |
| Skills in ICT and mechanical/electrical engineering related to the operation of building maintenance systems | E |  | A/I |
| Understanding of estates management issues | E |  | A/I |
| Knowledge of relevant health and safety legislation | E |  | A/I |
| Knowledge and understanding of self-evaluation and quality assurance procedures | D |  | A/I |
| Experience in the operation of biomass boiler systems | D |  | AI |
| **Professional Skills** | **Essential** | **Desirable** | **Source** |
| Ability to work effectively both in collaboration with other professionals/teams and also on own initiative | E |  | A/I |
| Ability to manage the workload of others | E |  | A/I |
| Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies | E |  | A/I |
| Ability to prioritise and organise own workload and able to work to deadlines | E |  | A/I |
| Basic IT skills, sufficient to maintain records, send and receive messages | E |  | A/I |
| Ability to undertake and write risk assessments | E |  | A/I |
| Good level of numeracy skills | E |  | A/I |
| Good level of written and oral communication skills | E |  | A/I |
| Good interpersonal skills | E |  | A/I |
| Able to prioritise and manage own time effectively | E |  | A/I |
| Possess practical handyman skills |  | D | A/I |
| **Personal Qualities** | **Essential** | **Desirable** | **Source** |
| Determination, conviction and commitment towards success for the Academy | E |  | A/I |
| Recent, successful experience of working in partnership with other colleagues | E |  | A/I |
| Personal commitment to on-going professional development | E |  | A/I |
| Flexibility and willingness to be involved in the academy | E |  | A/I |
| Effective and supportive team member | E |  | A/I |
| Operationally well organised and professional, clear thinking | E |  | A/I |
| Personal integrity, honesty, energy, stamina, enthusiasm | E |  | A/I |
| Effective and energetic in instigating and implementing change | E |  | A/I |
| Willingness to support academy events and activities | E |  | A/I |

This job profile remains indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.

The Trust is an equal opportunities employer.

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