

Job pack for the post of Premises Manager at Grafton Primary School, Islington, London.

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Welcome letter from the Head Teacher

Dear Applicant,

Thank you for taking the time to find out more about our school.

We are a two-form primary school in the heart of Holloway in Islington, North London and serve our diverse community with pride and passion.

We have a history of high achievement throughout our school and ensure that all children make excellent progress.

As the premises manager at Grafton Primary School you will have the opportunity to shape the development of our building and grounds over the coming years.

Visits to our school are welcomed and encouraged; I look forward to meeting you.

Yours sincerely,

Andrew Turnock

Head Teacher



Information about Grafton Primary School

Grafton Primary School:

At Grafton, we are extremely lucky to work with a wonderful community, with brilliant children, with talented staff and with supportive parents and carers.

Located just off both Holloway Road and Seven Sisters Road we are often referred to as an oasis within the urban jungle.

We are a 2-form primary school, with a 40-place nursery and 2+ provision, set in generous grounds with a large playground, two gardens, science and art room, as well as a dedicated space for both breakfast club and after school club.

We have 440 children currently on role, representing diverse cultural backgrounds and heritages.

50% of our children qualify for Pupil Premium, 25% of children are on our SEN Register, our children speak more than 30 different languages and our families originate from more than 30 different countries. Our community is our greatest asset.

Grafton is a dynamic school, full of creativity, where children are fully immersed in their learning.

We believe in high expectation but within a low stakes culture.

Our aim is to create better societies and for our children to be great citizens of our world.

Advert:

Are you ready to make a real difference in a vibrant school community?

- Do you have the skills and experience to manage a historic building with modern facilities?
- Are you passionate about creating a safe and inspiring environment for children and staff?
- Could you lead a team of cleaning staff to deliver outstanding standards?
- Can you take responsibility for the day-to-day running and security of our school?
- Are you excited by the opportunity to help shape the next stage of our building and outdoor spaces?
- Do you live and breathe values like, resilience, kindness, creativity, and inclusion?

Grafton Primary School, an established and friendly school at the heart of Islington, is looking for a dedicated Premises Manager to join our team as soon as possible.

We are proud of our period building, blending history with many modernisations, and we're excited to develop our premises and outdoor spaces even further. You'll join a supportive staff team and work with brilliant children in a welcoming community setting.

In return, we offer:

- Competitive salary: £39,150 - £42,861 (full time)
- Opportunity to play a key role in shaping the future of our school environment
- Friendly, supportive colleagues and leadership team
- A school deeply rooted in its community, where your contribution will be valued
- Training and professional development to support your success

Start date: ASAP

Weekly contracted hours are 35 from 8 am to 4pm with additional contractual overtime of one hour per day between 7pm and 8pm to provide locking up duties at the appropriate overtime rate.

Grafton Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare.

JOB DESCRIPTION

POSITION	Premises Manager
SCHOOL	
RESPONSIBLE TO	School Business Manager/Headteacher
GRADE	S01 (Responsibility for Contract or Direct Cleaning staff and Premises Management staff) (No more than 5 staff)

PURPOSE OF THE POST

- To ensure the security, care and availability of the educational premises and its furniture, fittings and equipment;
 - to ensure the physical environment of the premises is satisfactory for users;
 - to promote the efficient use of the school's assets to support the educational objectives of the establishment and the activities of other site users.
- The school requires the premises manager to provide one hour per day every day of contractual overtime in order to provide locking up duties between 7pm and 8pm at the agreed rate.

MAIN DUTIES

MAINTENANCE

1. To be responsible for maintaining constant awareness of the physical condition of the building, furniture, fittings and equipment and where appropriate repairing/reporting defects or requisitioning work for repair, including authorising invoices for payment in accordance with financial regulations.
2. To undertake maintenance and repairs to the premises within the scope of a competent handyperson.
3. To complete and or review all statutory testing requirements.
4. To assist in the provision of a safe and healthy environment for all site users. Where delegated to do so by the Head of Establishment, undertake duties as a Safety Liaison Officer in particular with respect to fire safety.
5. To assist in the efficient operation of the establishment's heating system; monitoring the use of the heating and lighting system and promoting cost consciousness and energy conservation within the establishment.

6. To carry out internal and external cleaning of certain defined areas as directed by the Line Manager, including where applicable: grounds and play areas, external toilets, internal glass, walls, removal of graffiti and undertaking defined holiday cleaning duties.
7. To carry out emergency cleaning duties where necessary, and/or as directed.
8. To undertake general portorage duties as required and particularly the provision of furniture and other equipment for timetabled activities to meet the needs of premises users, without continued direction.
9. To provide and replenish toilet paper, toilet soap, sanitary requirements, hand towels and other drying facilities (but not internal toilet cleaning, except in emergency situations).
10. To maintain operation of the premises miscellaneous duties of a practical nature as circumstances demand, at the request of your line Manager.
11. To be responsible for checking stores/equipment deliveries against invoices/delivery notes and portorage duties to ensure they are correctly stored/distributed.

MANAGEMENT

1. To plan and prioritise own work and that of your staff according to the needs of the site as determined by the Business Manager, Bursar Deputy Headteacher or Headteacher. This will include providing the line Manager in advance with a weekly log of main tasks to be performed during the forthcoming week and providing/maintaining any other necessary records.
2. To be responsible for monitoring the quality of the service provided by the contractor(s) according to the standards set out in the contract specification and any additional standards given for the individual site, where delegated to do so under the direction of the by the Business Manager, Bursar Deputy Headteacher or Headteacher.
3. To be responsible for checking stores/equipment deliveries against invoices/delivery notes and portorage duties to ensure they are correctly stored/distributed.
4. To maintain as necessary, records of out of school hours use of the premises in accordance with Local Management provisions and otherwise promote usage of the premises in accordance with the policy of the Governing Body.
5. To liaise with the Line Manager/Contractor/Council staff (as necessary) to ensure that any deficiencies in the cleaning service provided by the contractor are reported to the appropriate person. **Currently not required.**
6. To be responsible for collecting, checking and verifying time sheets, authorisation of annual leave and keeping other necessary records on the attendance and performance of premises and cleaning staff.
7. To plan, prioritise, allocate, manage and supervise the work of other premises staff. To prepare the duty rota's for premises staff, ensure premises are adequately covered when open and ensuring holiday periods and other absences are adequately covered.
8. To be responsible as first line supervisor for initial discipline of other premises staff including issue of verbal warnings and preparation of reports for further formal disciplinary action.

FINANCE

1. To work with the SBM to obtain estimates monitor and report the operating costs of the premises and associated resources as directed.

SECURITY

1. To ensure the security of the site and its contents and the provision of access and exit to the site and buildings for authorised persons.

PERSONAL RESPONSIBILITIES

1. To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Legislation.
2. To take responsibility for safeguarding and promoting the welfare of children.
3. To undertake training as appropriate.
4. To undertake other duties appropriate to the post that may reasonably be required from time to time.
5. At all times to carry out the responsibilities of the post with due regard to the Council's Equal Opportunities policy.
6. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
7. To carry out general portering duties as required and particularly the provision of furniture and other equipment to meet the needs of premises users for timetabled activities without continued instruction.

PERSON SPECIFICATION

JOB TITLE	Premises Manager
GRADE	Range Grade S01
SCHOOL	
	CRITERIA

ESSENTIAL CRITERIA

- E.1. Some relevant experience of buildings and asset management
- E.2. Some relevant experience of staff supervision.

- E.3. Knowledge of asbestos management
- E.4. Knowledge of cleaning practices.
- E.5. Health and Safety qualification or caretaking qualification, such as NVQ/SVQ in Cleaning and Support Services (Level 2 in Caretaking). NEBOSH Diploma (or equivalent) or Registered Safety Practitioner status
- E.6. Good communication skills (both written and verbal)
- E.7. Ability to plan and monitor expenditure within a budget and to obtain estimates
- E.8. Ability to work effectively with a wide range of people, including the Headteacher, other school staff, students, parents, other agencies and the local community
- E.9. Knowledge of the legislation specific to health and safety and related issues
- E.10. Understanding of building maintenance requirements and the ability to undertake minor repairs
- E.11. Ability to implement adequate security arrangements
- E.12. Ability to provide data for computerised asset management systems
- E.13. Ability to prioritise own workload and that of staff in line with the job description.

How to apply

Please apply on-line

Contact

To find out more about the role, please contact our school on 020 72723284

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer to those before submitting your application.

Using AI to complete applications is discouraged.

Shortlisting and selection procedure

Shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.