



Park Walk Primary School

Job Advert

Premises Manager: Park Walk Primary School

Job title: Premises Manager

School: Seedlings Nursery and Park Walk Primary School

Hours: 36 hours per week

Contract: Full Time, All Year Round, Permanent

Salary: Grade E, S02 Spine Point 23 to Spine Point 29 £39,150-£42,861

Additional hours will be available for out of hours opening and closing of the school for lettings.

Park Walk is a happy, multicultural community primary school in an attractive and spacious Victorian building. We are located on Park Walk, just off the King's Road in Chelsea. Our provision includes an onsite Under 3s Nursery (The Seedlings).

We are looking for a motivated, organised and reliable Premises Manager with excellent communication skills to lead and manage our premises. Responsibilities would include security, purchasing and storage, repair and maintenance, portage, health and safety compliance and oversight of external contractors.

The successful applicant must be:

- enthusiastic and self-motivated
- experienced in one or more areas of DIY or building maintenance
- committed to working independently, but with a flexible approach to the role and able to demonstrate the ability to work well under pressure
- committed in working as part of the whole school team and making a difference to our community
- be able and willing to further develop skills, knowledge and expertise related to working in a school environment

An appropriate Health and Safety 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 would be desirable.

We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer. Any offer of employment will be subject to an Enhanced Disclosure and Barring Service check, satisfactory references and medical check.

To apply, please email Kate.webster@parkwalk.rbkc.sch.uk , Head of School, for an application pack.

Visits to the school are welcomed; appointments can be made by contacting the school office on 0207 352 8700

Closing Date: Friday 27th June at midday

Interview Date: Week beginning Monday 30th June

Job Description

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School: Park Walk Primary School

Line manager: Headteacher

Supervisory responsibility: Cleaning Team

Hours: 36 hours per week

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Main purposes of the job

- To be responsible for the general maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.
- The person appointed to this role will be expected to have enthusiasm and commitment for improving the school within areas of their direct responsibility.
- To be responsible for promoting and safeguarding the welfare of children and staff within the school.
- To liaise daily with the Leadership and Admin Teams.

Main responsibilities and tasks

Security

1. To be the main key holder and to be responsible for the maintenance of keys and the electronic alarm system and be the first responder to emergency call outs. This includes the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the school is locked and secure, with fire doors and all windows closed at the end of the school day and after any school functions, lettings or community use.

2. To ensure that all alarm systems are functioning properly and that regular checks are made of the systems and recorded.
3. To maintain and keep accurate records of all site allocated and master keys.
4. To provide a first point of contact for all visitors to the site, outside of normal working hours and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety policy.
5. To ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.
6. To alert the appropriate person of any risk to a breach of security and deal with any incident affecting security as directed.
7. To patrol the site daily to check for hazards, damages and intruders when opening and closing and to record any actions.
8. To ensure that lighting is kept in good working order and recorded.
9. Supervising Contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that work is carried out to the required standard, as appropriate

Purchasing and storing

10. In liaison with the admin officer, provide purchase orders for all materials and equipment required for maintenance, and cleaning provision.
11. To maintain efficient stock records.
12. Ensure the proper and safe storage of all equipment and materials.
13. Ensure the proper maintenance of all machinery.
14. Maintain records (e.g. COSHH), auditing all stock and any maintenance/repair of equipment.
15. Stock managing of the cleaning and maintenance needs within the allocated budgets.

Repair and maintenance

16. To be responsible for a regular schedule of inspections throughout the buildings, and action plans for modifications and improvements. Alerting the Head Teacher or School Business Operations Manager, of any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, time keeping, fire-fighting equipment and heating systems.
17. Ensure the regular checking by outside contractors of those systems that require such checks: electrical testing, alarms, heating systems, fire services, security alarms, gymnastics equipment and photo-copying equipment.
18. Be responsible for all recycling schemes.
19. Undertake maintenance and repairs to the premises within the scope of a competent handyperson.
20. Manage contractors to complete their work and to ensure that the work has been completed in a proper and timely manner and comply with all health and safety rules.
21. Record all repairs and keep a maintenance log of routine and non-routine tasks
22. To prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues e.g. locks, windows, gutters and paintwork.
23. Immediately report any defects to the Head of School or admin team and take any remedial action if possible.
24. To assess maintenance/space needs where necessary and use initiative to take appropriate action. Meet on a regular basis and give advice and make recommendations for improvements to appropriate person.
25. In consultation with the Head of School or admin team, negotiate prices for work to be carried out in school to ensure best value for the school.

Portage

26. Undertake any necessary portaging duties in line with correct handling policies.
27. Manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods, after the admin staff has checked them.

Health and safety

28. To make recommendations with regard to the Disabilities Discrimination Act.
29. To regularly inspect and record health and safety walks with a senior member of staff.
30. Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.
31. To ensure duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
32. To carry out equipment testing as appropriate and report any faults to the Head of School or admin team.
33. Operate CCTV or surveillance systems and take appropriate action to report any faults.

34. Carry out fire drills in consultation with the appropriate person and ensure accurate records are kept.
35. To undertake training in order to conduct daily safety chemical checks on the swimming pool.

Other responsibilities

36. To liaise with all external contractors and make arrangements for regular and ad hoc visits.
37. To ensure that relief provision is in place for cleaning duties in the case of absence through sickness or holidays.
38. To meet with the Headteacher and admin team on a regular basis to report any issue arising from the various aspects of the role but be able to work with minimal supervision and to given timescales.
39. To undertake duties of a similar nature and responsibility as may be required from time to time by the head teacher.
40. To carry out all duties in line with the Council and school's policies.
41. Keep records of financial expenditure, and inventory of works carried out and an inventory of all maintenance and cleaning stock.
42. To set up and maintain effective cleaning schedules, keep timesheets and attendance records for the cleaning team.
43. To monitor the quality of cleaning undertaken by the cleaning team regarding standards of cleaning throughout the school and address performance related issues.
44. To undertake 'emergency cleaning duties' which may occur during the school day.
45. Maintain all logs and appropriate records and actions in accordance with procedures.
46. To be able to communicate effectively both orally and in writing.
47. To work as part of a team and form good relationships with other colleagues
48. To maintain confidentiality over matters relating to the school, pupils, staff or parents.
49. To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
50. To undertake broadly similar duties commensurate with the level of the post as required.
51. Actively participate in any appropriate training when required.

Person Specification

Premises Manager – Park Walk Primary School

Job title: Premises Manager

Line manager: Headteacher / School Business Operations Manager

Supervisory responsibility: Cleaning Team

Hours: 36 hours per week

Grade: Grade E, S02 Spine Point 23 to Spine Point 29 £39,150-£42,861

This form lists the requirements in order to do the job. Applicants will be short-listed solely upon meeting these requirements.

Knowledge and understanding

- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- Experience of buildings and asset management, with a working knowledge of issues such as health and safety, security, cleaning and asbestos management
- The implications of the Disabilities Discrimination Act for schools
- A commitment to deliver services with the framework of the school's equalities policy

Skills

- Understanding of building maintenance requirements and the DIY skills to undertake day to day repairs, maintenance and improvements.
- Ability to organise and supervise the work of contractors on site
- To be systematic in keeping appropriate electronic and manual records as necessary
- To develop a work routine that systematically covers all aspects of the job description
- Proficient IT skills on Microsoft and email

Personal Qualities

- Manage own time efficiently, prioritise workload, demonstrate initiative and respond flexibly as the need arises
- Good communication skills (both written, verbal and numeric). Confident in the use of IT to carry out a range of administrative tasks e.g. to communicate using email, use Word to write short reports (e.g. for governors), keep records etc.
- Ability to form and maintain appropriate positive relationships and personal boundaries with children and staff, showing respect to all members of the school and wider community
- A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service
- Ability to perform the physical aspects of the role e.g. lifting and carrying. Willingness to work occasional evenings and weekends
- The ability to deal successfully with situations that may include conflict resolution
- A good health record and work attendance record
- A commitment to further professional training and development
- DBS checked and cleared

Policy on the recruitment and employment of ex-offenders

Background

The Royal Borough of Kensington and Chelsea use the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (on the internet at www.homeoffice.gov.uk or www.direct.gov.uk.)

This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure. The Royal Borough of Kensington and Chelsea is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for RBKC Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with RBKC schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at RBKC Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post. In the starter pack you will also receive comprehensive guidance notes explaining how to fill in the disclosure form. All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. RBKC HR will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.