



Abbey School

RECRUITMENT PACK

DEPUTY PREMISES MANAGER

Abbey School

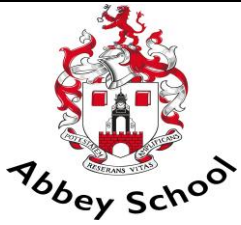
10-12 Abbey Square

Chester, CH1 2HU

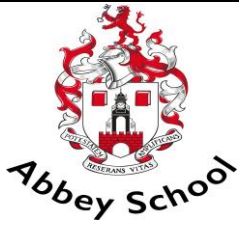
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Welcome from the Principal

Welcome and thank you for your interest in Abbey School.

Our Independent Special School provides a unique environment of high-quality, evidence-informed education, nurture and care to young people aged 4-19 with autism, whom may have additional learning difficulties and behaviours that challenge. We offer a comprehensive programme of support which ensures that all of our pupils' individual needs are met through highly personalised learning.

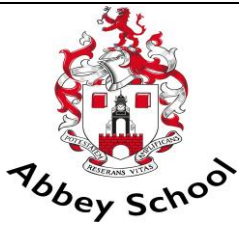
We are privileged to benefit from a truly wonderful location. Our school is housed in stunning Grade II* listed buildings, part of historic Abbey Square in the heart of the beautiful city of Chester. Our fantastic team of architects have designed a well-equipped and high-tech learning environment for us, whilst maintaining the beauty of the buildings and surroundings for our pupils to enjoy. We make full use of our environment and location with a creatively designed curriculum that includes focused learning and enrichment activities that support wellbeing. This enables all of our young people to experience growth, development and success.

Our highly skilled and specialist staff team includes teachers, learning and behaviour specialists, speech and language therapists and occupational therapists. This trans-disciplinary focus ensures that each pupil's individual needs are understood, accurately planned for and closely monitored as part of day-to-day school practice.

I am extremely proud to be the Principal of Abbey School, a place where pupil-centred practice is the norm and where the voice of the young people we support and their families is central to all that we do. It really is a very special place to work and learn.

Yours sincerely

Dr Katy Lee



About our School

Abbey School is an Independent Special School for young people aged 4-19 with autism, whom may have additional learning difficulties and behaviours that challenge. We provide high-quality education and care in our beautiful Grade II* listed buildings in the heart of Chester. All young people attending Abbey School have an Education, Health and Care Plan (EHCP) with school places commissioned and funded via local authorities. We work in close partnership with families and carers with support, information sharing and workshop opportunities available throughout the academic year.

Abbey School is aspirational for all of the young people that we support. This aspiration is captured in our vision, mission and values which are central to all that we do at Abbey School.

Vision

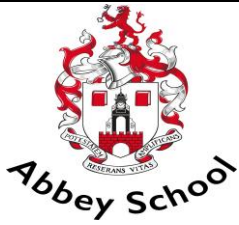
Our vision is that all children with exceptional needs receive a meaningful and fulfilling education that enables them to make their own choices about the direction of their adult lives.

Mission

Abbey School exists to provide the best education possible for young people with exceptional needs.

Values

- Special educational needs and/or disability should not be a barrier to a valued lifestyle.
- Every pupil is a unique individual with potential.
- All children and young people without exception are entitled to access the best education and support available.
- Best practices in education are evidence-based.
- Teaching and learning decisions should be evidence-driven.
- Clear goals make data-based decisions more numerous and effective.
- Education is for everyone and for the whole of a person's life.
- Learning is enabling, empowering and extends the boundaries of autonomy.
- If a pupil is not learning, it is the teaching that needs to change – the learner is always right.
- The pupil voice should be heard and respected.



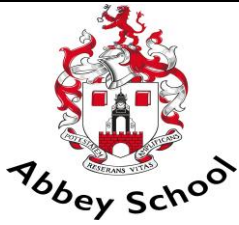
Every decision we make is framed in the context of the Abbey School BAGS model.

B – Belonging and connection – being part of a community and having a network of valued relationships.

A – Autonomy and control – having influence over day-to-day and life defining matters.

G – Gifts and talents – doing even better the things that are done really well, and learning to do things that are important but may not be done at all.

S – Speaking, listening and a sense of self – communicating effectively in a variety of ways not just speech, and having an identity that defines who I really want to be.



Job description and Person Specification

Job Title	Deputy Premises Manager	Employer	Abbey School
Salary Range	Abbey School Pay Scale 20-26 £29,363 - £33,557	Line Manager	Premises Manager
Working Hours	40 hours per week (full-time) 10:00-19:00 (core hours - with flexibility required dependent on business need)	Annual Leave	24 days plus public holidays. After one-year, the holiday entitlement increases by one day every year, up to a total of 28 holidays after 5 years' service plus public holidays.

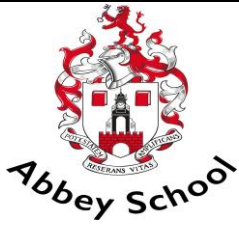
Role Purpose

To maintain the security of the premises and its contents, including being a registered key holder.

To undertake a wide range of duties and responsibilities connected with the fabric and grounds of the school, under the direction of the Premises Manager, including security, cleanliness, portorage, monitoring maintenance contracts, accompanying and monitoring external contractors engaged by the Estates team, routine maintenance and refurbishment, minor repairs and carrying out pre-planned regular maintenance programmes.

Responsibilities and Role

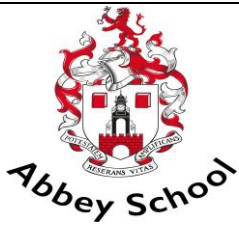
- Maintain the school buildings, including effecting minor repairs and improvements and general maintenance tasks to ensure that the school and site are maintained to a satisfactory condition that meets required standards, ensuring compliance at all times.
- Ensure that the buildings and site are left in a secure situation when directed to open and lock-up the school site.
- Carrying out the testing on the fire alarm system on all school sites on a weekly basis, recording results in the Fire Logbook.
- Overseeing the maintenance of the fire alarm system to ensure it is in good working order



- Monitor and operate the engineering systems (heating etc.) and advise the Premises Manager of any faults in order to ensure they operate economically.
- Liaise with contractors engaged by school and monitor their work when directed to do so by the Premises Manager, to ensure specified standards are achieved.
- To undertake repairs and DIY projects within budgetary constraints set by the Premise Manager.
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to, under the direction of the Premise Manager.
- Operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day and responding to emergency call-outs as necessary, in order to provide satisfactory security arrangements.
- Maintain Health and Safety standards, reporting to the Premises Manager any failures to comply with the school's statutory obligations and ensure that contractors' work meet Health and Safety regulations.
- Alert the Premises Manager or School Business Manager in the event of a serious Health and Safety breach or danger.
- Manage traffic movements on site, coordinate the arrival and exit of school transport and ensure pedestrian walkways are clear and safely accessible.
- Carry out portering and ad-hoc cleaning duties to ensure that the school maintains a high standard of cleanliness and appearance at all times.
- Maintain the necessary stock of appropriate resources for maintaining the school.
- Undertake training as required by the Principal or School Business Manager.
- Ensure training and qualifications are kept up to date
- Participate in the performance management process agreed in school
- Assist in the logistics of school events as directed by the Premises Manager
- Carry out such other duties as reasonably required by senior management.
- Uphold the commitment to the highest standards of safeguarding and promoting the welfare of children and young people, following the school's procedures

Common Accountabilities and Dimensions within all Roles

- Demonstrate the vision and values of Abbey School in everyday practice, upholding the schools' ethos at all times.
- Actively contribute to the culture of Abbey School as a learning organisation.
- Be responsible for ensuring that your own practice is consistent with Abbey School policies and procedures.
- Be responsible for your own effective professional communication, orally and in writing, to the right people at the right time.
- Be responsible for ensuring that your own responsibilities and accountabilities are clearly defined and understood and for managing your work and working proactively with your manager to that end.
- Be responsible for the health and safety of others



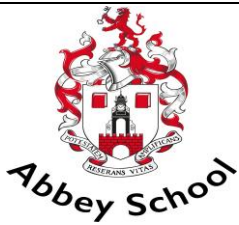
- Uphold Abbey School policies to protect and safeguard pupils and vulnerable adults in order to secure their health, safety and wellbeing.
- Be responsible for ensuring that personal use of resources is efficient and effective and actively upholds Abbey School's policies.
- Commitment to promoting equality and diversity through assuming personal responsibility for implementing the school's policy on Equal Opportunities and inclusion for all staff and pupils.
- Support the Principal and Senior Leadership Team in managing and organising the school efficiently and effectively to ensure it meets the needs of all site users, including pupils, staff, parents and visitors and supports effective teaching, learning and support.
- This role involves engaging in regulated activity with children and adults, therefore the post is subject to an Enhanced DBS with barred lists check.

General

- To undertake any reasonable task in line with requirements of the role under the direction of any member of the Senior Leadership Team.

Site Management

- Review schedule of routine maintenance and meet as regularly as required, advising of any maintenance or repair work as necessary
- Carrying out specified procedures in the event of emergency situations such as fire, flood, breaking and entering, accident or major damage. Site managers are required to know the location of facilities.
- Be present and vigilant at pupil drop off and pick up times to support the management of traffic movements on site.
- To ensure that all caretaking equipment is in a safe and efficient working condition. • Liaising with contractors or external agencies, as appropriate, regarding access to the site • Direct and supervise contractors to the site for repair and maintenance work. Inspect, monitor and record work performance assisting the SBM in ensuring that the work is carried out to the required standard as appropriate.
- Ensure that correct supervision and safeguarding checks have been undertaken as necessary for site visitors and contractors, working alongside HR
- Ensuring that emergency lighting is tested, per circuit, on a monthly basis, recording results in the Fire Logbook
- Ensure that the schools planned preventative maintenance checks are carried out and accessible records are kept
- Ensure the safe use of all electrical appliances in school premises
- Ensure that all playground inspections are carried out in accordance with guidelines on an annual basis via a suitably qualified body



- Have knowledge of the locations of all water and gas stopcocks and mains electricity breakers etc
- Provisions made to prevent slips, trips and falls with adequate signage displayed where appropriate to warn of risk
- Ensure appropriate Legionella checks are carried out and recorded
- Ensure that the schools' annual building inspection plan is kept up to date and that the premises are fit for purpose

Cleaning

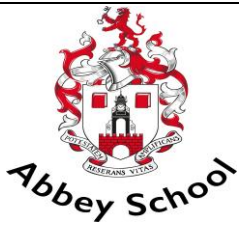
- Overseeing and arranging all other cleaning which does not fall within the contractual arrangements e.g. window cleaning.
- Liaising with the cleaning contractor supervisor, as necessary, to maintain standards, keeping the Premises Manager informed of any breaches to contract

Porterage

- Taking delivery of and distributing any stores, materials and other goods.
- Moving of furniture and equipment, or any other lifting tasks required by the school.
- Setting up furniture as required for school events such as class celebration assemblies, parent meetings etc
- Arranging the disposal of any redundant furniture and equipment in accordance with procedures, advising the SBM for removal from the school's inventory record
- To arrange the summer deep clean of the school during the school closure period
- Liaise with Premise Manager over the School Travel Plan and communicate with external stakeholders where necessary e.g. local authority, landlord, police, highway authority and security advisors as necessary
- Liaise with waste contractors to ensure the safe and timely removal of all waste.

Security

- Ensuring that the building and site are left in a secure situation, which includes locking/unlocking of entrances/exits and checking that all windows are shut.
- Registering as a key holder and acting as main point of contact along with Premises Manager for emergency callout situations in relation to the security alarm.
- Be responsible for ensuring routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations both AM and PM.
- Alerting the SBM and Headteacher to any risk to a breach of security.
- Contact and direct the appropriate services in the event of emergencies such as fire, flood, break-in, vandalism, accident.
- Ensuring that the security alarm and the CCTV are kept in good order and maintained regularly.
- Patrolling the site daily to check for hazards, damages or other risks to health and safety.



- Preventing the trespassing and unauthorised parking on school premises by working closely with the landlord and neighbours.
- Manage the safe opening and closing of the school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services.

Health and Safety

- Ensure knowledge and training is kept up to date with current legislation to ensure the school is fully compliant
- Implement the school's health and safety policy in conjunction with the Premises Manager
- Manage the school's response to emergencies and incidents
- Undertake formal Health & Safety inspections termly with the Premises Manager and School Business Manager ensuring that these are formally recorded and actions highlighted. Support with reports on each H&S inspection to the Principal each term.

Grounds Maintenance

- Managing and overseeing any in house or contractual grounds maintenance.
- Ensuring that playgrounds, paths and driveways are in a satisfactory clean condition and free from litter.
- Ensure that boundaries, fences, hedges and footpaths in liaison with contractors, landlord and neighbours as necessary.
- Providing safe and adequate access to the school and classrooms during inclement weather e.g. flooding, snow etc and clearing and salting paths when necessary.
- General supervision of the playground, car parks and open areas surrounding the premises.

Driving (license dependent)

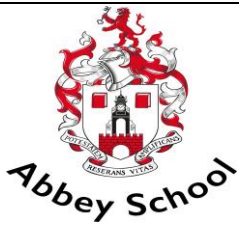
- Drive a school minibus when directed for maintenance purposes and school outings.
- Oversee the administration of driver training and assessments
- Ensure driver training is up-to-date and drivers have had the correct checks before being allowed to drive any school vehicle
- Be responsible for the upkeep and maintenance, including all MOT's and servicing, of any school vehicles and ensure weekly maintenance checks are carried out.

Building maintenance tasks

- Basic carpentry – repairs to doors, windows, broken keys in locks, door closure adjustment, repairs to draws and furniture.
- Simple plumbing tasks

Training

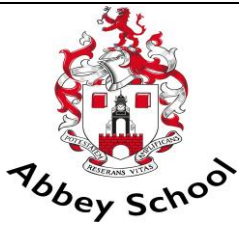
- Attending whole school INSET days where required



- Attending Health & Safety training courses relevant to the role
- Attending external training courses which relate to the role
- Providing induction and training for school staff on areas relating to the role

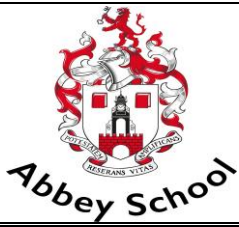
General

- To play an active part in the life of the school
- Identify areas for improvement works in conjunction with Premises Manager
- Raise purchase orders for outsourced services, equipment and improvement works with the Premise Manager
- Obtain quotes and gather tender documents for all major works
- Coordinate the logistics of school events with the Premises Manager, such as parents' meeting and external events
- Whilst on duty, remain contactable by mobile phone at all times
- Ensure that prior to going on leave, a full handover of keys and duties is given to other premises staff and handover on return from leave
- Due to the nature of the role, circumstances may arise which are unpredictable and you may be required to carry out duties that are not outlined in this job description but are requested by the Premises Manager or School Business Manager. You may also be required to work such additional hours to ensure that your professional obligations as Premises Manager are fulfilled, examples may include parents' evenings, a weekend school event, emergency situations etc.
- Uphold the commitment to the highest standards of safeguarding and promoting the welfare of children and young people, following the school's procedures.



Person Specification

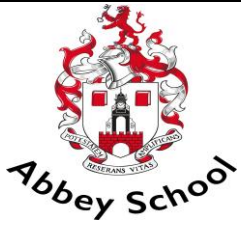
Criteria	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • Basic training, or sound experience of general maintenance or DIY • Current UK driving licence 	<ul style="list-style-type: none"> • Trade profession qualification (e.g. Plumber, electrician) • First Aid trained • COSHH trained • H&S qualification
Experience	<ul style="list-style-type: none"> • Working with colleagues in a team • Experience of working alongside other people as part of a team • Experience of managing other staff and delegating work • Experience of managing practical logistics in a work setting • An awareness of the need for strict hygiene and cleaning standards • An understanding that the needs and safety of the pupils and staff are a prime concern 	<ul style="list-style-type: none"> • Working in a school environment • Previous estates maintenance work
Skills and knowledge	<ul style="list-style-type: none"> • Basic maintenance skills (DIY, carpentry, plumbing etc.) • Good organisational skills • Ability to plan, prioritise, schedule, meet deadlines and evaluate work with both a high workload and conflicting priorities. • Ability to be proactive and work on own initiative and manage own workload, within a budget. • Ability to lead and manage a small team. • Commitment to the security and wellbeing of the school. • Evidence of some administration skills e.g. record keeping, time sheets etc. • A willingness to undertake as necessary, training in all aspects of the job including health and safety. • Good written and verbal communication skills. 	<ul style="list-style-type: none"> • Understanding of child and young adult safeguarding requirements



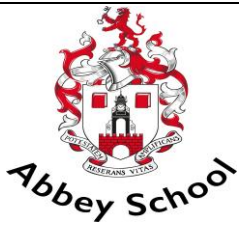
	<ul style="list-style-type: none"> • Ability to liaise with pupils, staff and contractors • Ability to carry out minor DIY work • Embraces responsibility for identifying effective solutions to a variety of problems 	
<p>Personal qualities</p>	<ul style="list-style-type: none"> • A willingness to undertake training, as necessary, to perform the role competently and compliantly • Ability to communicate professionally with colleagues, parents, pupils and contractors • Fit and physically active in order to fulfil the physically demanding aspects of the role, such as manual handling • Ability to work at height with correct equipment • Risk aware • Able to meet deadlines and to be flexible to meet the needs of a dynamically changing environment • Demonstrates a personal commitment to safeguarding and promoting the welfare of children and young people • Commitment to maintaining confidentiality at all times • Commitment to excellence • Holds high aspirations for children and young people with complex needs and is passionate about providing learning opportunities for them • To uphold the school's ethos, vision and values • Flexibility 	

Benefits

- Competitive salary
- Suite of staff benefits including pension scheme
- Technology appropriate for your job
- Comprehensive staff training programme



- Access to WeCare which is a 24/7 online GP, mental health support service, get fit programme and much more.
- Access to MediCash program for wellbeing benefits
- The opportunity to shape and improve the life chances of pupils with a disability, and in so doing, extend the prospect of an improved quality of life for family members and others



How to Apply

If you feel like you have the right qualities to join our exciting, innovative and exceptional school then please complete the school application form with a letter addressed to the Principal. Please ensure that you provide details of your skills and experience necessary for this particular position in your letter or personal statement. Application forms and letters can be emailed to recruitment@abbeyschool.com or sent by post to Abbey School, 12 Abbey Square, Chester, CH1 2HU.

Deadline

Please complete an application form at your earliest convenience. Applications are constantly assessed and early applications are encouraged.

Short-listing and Interviews

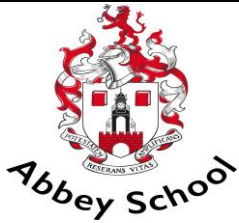
Selection methods will be objective, promote equality of opportunity and guard against bias in line with the Equality and Diversity policy. The School will shortlist applicants based on the relevance and applicability of their professional attributes and personal qualities specified by the role. Essential and desirable qualities are published in the Person Specification for this role.

The School will complete an online search for all shortlisted candidates. If any incidents or issues have happened that are publicly available online, the school may wish to explore this at interview.

The interview will consist of a formal panel interview.

Start Date

As Soon As Possible



Safeguarding Statement

The School will complete an online search for all shortlisted candidates. If any incidents or issues have happened that are publicly available online, the school may wish to explore this at interview.

Abbey School is committed to safeguarding and promoting the welfare and safety of all pupils and expects all staff and volunteers to share this commitment.

Child safer recruitment procedures operate and the post is subject to references and an Enhanced DBS disclosure with barred list checks.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their age, disability, gender reassignment, race, sex, pregnancy and maternity, marriage/civil partnerships, religion/belief, or sexual orientation.

Equal Opportunities Statement

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their age, disability, gender reassignment, race, sex, pregnancy and maternity, marriage/civil partnerships, religion/belief, or sexual orientation.

Abbey School is situated in the beautiful surroundings of Abbey Square, located in the heart of historic Chester.

Chester has often been ranked as one of the best places to live in the UK with many good schools, thriving suburbs, a vibrant independent restaurant scene and new, award-winning cultural centre Storyhouse. It has good rail and motorway connections to major cities and the coast.

Chester is suitable for families and singles or couples with a good choice of city-centre



accommodation and villages or suburbs within close commuting distance. To find an Estate Agent for sales or lettings in Chester visit [Best Estate Agent Guide](#) . For further information about living in Chester, please visit the [Tourist Information website](#) .

How to Find Us

We are located in Abbey Square next to Chester Cathedral, off Northgate Street.

By Public Transport

We promote sustainable travel and recommend that public transport is used where possible. Chester train station is a 10 minute walk away and is served by the following rail companies [Merseyrail](#), [Avanti West Coast](#), [Transport for Wales](#) and [Northern Rail](#). For Park and Ride information visit the [Cheshire West and Chester council](#) information page.

Parking

Visit the [tourist information site](#) for details of city centre car parks.