

Presdales School



Candidate Information Pack

Premises Manager

37 hours per week, 52 weeks per year, 5 days a week

Range 23 - 26; £26,999 to £29,636



Information for candidates

Start date: September 2020

37 hours per week (minimum), 52 weeks per year, 5 days a week

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Thank you for your interest in joining our team of outstanding staff. Please find enclosed in this pack general information about the school and also specific information about the post.

Presdales is a 11-18 non-selective girls school, with boys welcomed in to the Sixth Form. We have a long tradition of providing an outstanding education for our students. Formerly Ware Grammar School for Girls, which opened in 1906, we became Presdales School in the mid-1960s, and a fully comprehensive school in the early 1970s. The mansion house which fronts the school and our stunning grounds provide a calm and relaxed atmosphere for our school community. Presdales School is one of nine designated Lead Language Hub schools in England. We work with the National Centre for Excellence at York University, and with other Hertfordshire schools to enhance and improve opportunities for students in Modern Foreign Languages.

We are very proud of the high academic standards that our students achieve, regardless of their starting point. Our motto, 'Achievement for all', runs through all that we do. We understand that every student is an individual, with different interests, strengths and characteristics, and we celebrate the diversity that each one of them brings to our community. We believe that all students, with the appropriate balance of support and challenge, can be successful.

We aim to develop their creativity and independence inside and outside of classroom lessons. There is an extensive range of extra-curricular clubs and activities, including numerous trips throughout the school year, which provide students with the opportunity to develop their leadership skills, to be part of a team and to develop a 'can-do' attitude.

Our vision and values are instilled in our students throughout their time with us, whether this be through our House system, the excellent pastoral care they will receive or the culture of achievement for all that we foster in our community. We want our students to be happy and confident young women who are ready to make a meaningful contribution to our global society.

We are looking to appoint an ambitious and talented Premises Manager who has a commitment to excellence and who will provide the school community with the highest standards of service.

The successful candidate will be responsible for leading and working alongside the school's caretaking and cleaning staff and will be responsible for managing all aspects of reactive and planned maintenance, and take a proactive approach to development and project management across the site. You will also be responsible for managing and developing the use of the facilities by outside organisations to maximise income generation.

The position would suit a well-qualified professional with a can-do attitude. Applications are invited from individuals who are currently working as a Premises or Facilities specialist or an aspiring professional looking to progress and can demonstrate:

- Experience of site maintenance and management
- The ability to lead and motivate others to deliver exceptional levels of service
- The vision to further improve and develop the site and its facilities
- Clear understanding of project management and relevant health and safety
- Relevant professional qualifications and experience in a technical or trade industry

I do understand and appreciate the time and effort it can take to complete an application for a job such as this; thank you for considering Presdales School.

Matt Warren
Headteacher

Presdales School



Premises Manager

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We are looking to appoint an ambitious and talented Premises Manager who has a commitment to excellence and who will provide the school community with the highest standards of service.

Presdales is an outstanding all-girls 11-18 school, with boys in the sixth form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.

We provide a caring environment where all students are supported, as well as challenged, to ensure that there is no limit to their potential. We prepare our students for a world that is constantly changing by encouraging them to be independent learners who are determined, confident and who never give up. Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.



The school is committed to safeguarding and promoting the welfare of young people and expect staff to share this commitment. Applicants must be willing to undergo an Enhanced DBS disclosure and approved references will be required for the post

Closing date for applications: 13th July 2020, 9.00 am

(We reserve the right to close applications before this date, so early applications are advisable)

We expect to interview: 16th or 17th July

Please submit:

1. A letter of application, no more than one side of A4, outlining how you meet the person specification
2. A completed application form (available on the school website)

You can post your application to the school, or send by email to recruitment@presdales.herts.sch.uk

Please note that CVs will not be accepted

Prospective applicants are welcome to visit the school prior to the application process. Please contact the Head's PA at the above email address if you wish to arrange a visit

Person Specification – Premises Manager



We are looking for a candidate who is able to demonstrate the following essential or *desirable* requirements

Skills	
•	Ability to communicate effectively, both verbally and in writing, with colleagues, school based staff, governors and external bodies
•	Confident in using all aspect of computer software including, but not limited to, Word, Excel and Outlook
•	Planning and project management skills
•	Excellent interpersonal skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy
•	Excellent organisational and time management skills with the ability to prioritise and work to deadlines
•	Ability to work effectively both in collaboration with other professionals/teams and also on own initiative
Knowledge	
•	Knowledge of relevant health and safety requirements
•	Essential understanding of child protection issues
•	Knowledge of routine preventative maintenance
•	Relevant professional qualifications (facilities management/project management or similar) or willingness to undertake qualification
•	Full driving license, preferably with D1 Essential Experience
Qualifications/Attainment	
•	English and Mathematics GCSE or equivalent
Experience	
•	Experience of adhering to organisation policies and procedures and maintaining confidentiality
•	Experience of project management and change management
•	Experience of managing budgets
•	Experience of managing staff
•	<i>Experience of working in a school/college</i>
•	Experience of managing third parties
Attitudes/Approach	
•	Calm, flexible, approachable aptitude, reliable
•	Ability to solve problems, make good judgements and take decisions
•	Ability to work under pressure
•	Demonstrate commitment to the improvement and development of own performance
•	Ability to function well as an effective member of a team and to “roll up sleeves” in an emergency. Self-motivated with a positive ‘can do’ approach to work
•	Energy, enthusiasm and resilience
•	Understand the importance of confidentiality with high levels of integrity
•	Excellent attention to detail
•	Honesty and integrity
•	Flexible over working hours according to the needs of the school

Job Description – Premises Manager



Post Grade/Salary:	Range 23 - 26; £26,999 to £29,636
Responsible to:	Headteacher
Contract Term:	52 weeks per year – 5 days a week
Hours of Work:	37 hours per week, flexible to ensure cover during opening hours with some additional hours
Holiday entitlement:	25 days per annum – to be taken by arrangement with the Headteacher

The needs of the school will require a flexible approach to shift work, including some work at weekends.

Main Purpose of Job:

- To be responsible for all aspects of the management of the school site, its assets and facilities including security, maintenance, cleaning, sustainability and Health and Safety.
- To lead, manage and work closely with caretaking and cleaning staff to ensure the site is a safe, clean, well maintained and welcoming environment for students, staff, parents, the community, contractors, other visitors and users.
- To contribute to school decisions regarding premises management and development.

Maintenance of buildings, equipment, services and resources

- To draw up maintenance schedules and set routine programmes of work to ensure consistently high standards of hygiene, cleanliness, upkeep and safety of all school buildings and premises and advise Senior Leadership on the most cost effective way to achieve this.
- To manage, monitor and oversee key premises –related contracts and services including grounds maintenance and ensure that the work of contractors is completed to a high standard.
- To carry out regular inspections of the school site and to identify and adopt a hands-on approach to reactive maintenance and improvements.
- To be the school link with contractors, contribute to specifications, monitoring and review of all major contracts and services and to undertake appropriate administrative processes for specifying and letting minor contracts in accordance with established guidelines.
- To be responsible for ensuring the safe and efficient operation of all premises-related mechanical, electrical, heating services and other plant.
- To monitor heating, electricity and water usage and to advise the Headteacher on proposals for energy saving methods.

Site Development

- To assist with plans to develop and enhance the site including the preparation of capital bids and improvement projects and the implementation of the School Asset Plan.
- To manage all aspects of any building projects and maintenance work undertaken on the school premises, including acting as a point of contact with building contractors.
- Where external contractors/inspectors are employed, to monitor work and certify that work has been done satisfactorily.
- To assist with monitoring and prioritising work identified in the School Asset Plan.
- To determine whether maintenance should be undertaken in-house or by commissioned contractors and to assist in the selection of contract services where appropriate, through consultation with the business manager and in accordance with the Scheme of Financial Delegation.

Security

- To be responsible, along with the caretaking team, for the overall security arrangements of the premises.

- To carry out periodic reviews of site security.
- To ensure that the site is secure, well lit and that security cameras, access control systems and intruder alarms are maintained and fully functional at all times.
- To ensure that site staff are aware of the procedures on security and the use of alarm systems.
- To ensure there is an appropriate system of key holding management.

Health and Safety

- To be aware of and adhere to statutory school regulations, legislation and procedures, national legislation (Health and Safety, COSHH, Data Protection). To be responsible for the installation and regular maintenance of intruder and fire alarm systems.
- To undertake the periodic testing of the fire alarm system and equipment as detailed in the Fire Safety log book. To initiate and record regular fire drills.
- To ensure the regular specialist inspection and maintenance of other facilities and services including, but not restricted to, fixed wiring, portable electrical appliances, heating systems and pressurisation units, access systems, lifts, air conditioning units.
- To be responsible for the management of Legionella prevention and Asbestos.
- To monitor the safe storage and control of any potentially harmful materials and chemicals used within the School and ensure that such materials are appropriately marked and signposted.

Out of hours school use

- To be responsible for the letting of the school premises to outside organisation and the wider community, ensuring a high level of customer satisfaction.
- To develop the lettings programme to ensure that income generation is maximised.
- To manage and operate systems of staffing cover for lettings and other community usage of the premises, to advise on the security of buildings during periods of lettings and to ensure appropriate heating arrangements are made to meet lettings demands.
- To manage site preparation for special events including concerts, open evenings, parents' evenings, community lettings and examinations.

Budget Responsibilities

- To manage premises related budgets to achieve maximum value for money.
- To be responsible for ordering goods and checking invoices, monitoring premises related budgets and keeping stock records of all equipment and tools within the post holder's sphere of responsibility.

Other responsibilities

- To be responsible for the line management of all premises staff, to include participating in their recruitment and selection, identifying their training needs, drawing up their programme of work and monitoring productivity.
- To attend meetings of the Resources Committee and site meetings as necessary.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.