

Stone Bay School



Premises Manager Job Description and Person Specification

Welcome

Welcome and thank you for considering applying for a position at our school and becoming part of our team.

We specialise in providing both day and residential education for pupils aged 4 to 19 years who have a diagnosis of ASD, along with severe and complex learning needs. We are commissioned for 105 pupils, 16 of those places for residential weekly boarding.

Our school is situated on Stone Bay in Broadstairs in a beautiful Victorian building overlooking the sea. The local coastal environment provides many unique and enjoyable learning opportunities for our pupils.

We believe that every pupil is entitled to the very best possible education, delivered in an environment that is safe, caring and happy. We use an innovative and personalised curriculum which meets the needs of all pupils with a strong focus on communication, engagement and independence.

At Stone Bay School every staff member is involved in ensuring we provide a nurturing learning environment where all our pupils can achieve their full potential and move on to lead happy and fulfilling lives. I would encourage you to come and visit if you want to learn more about us.

We look forward to receiving your application.



Jane Hatwell
Headteacher

Stone Bay School is committed to safeguarding and promoting the welfare of children and young people. Applicants will be subject to recruitment and selection procedures designed to emphasize the school's commitment to the safeguarding of its pupils and staff. Posts are subject to an enhanced DBS disclosure, two satisfactory references, an adequate pre-employment health check, online candidate recruitment check and verification of the right to work in the UK. For more information, please read our Safer Recruitment Statement enclosed within this application pack.

Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

“Getting it right for every pupil”

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.



Stone Bay School

Job Description and Person Specification

Job Role:	Premises Manager
Grade:	Kent Scheme F (£30,404 – £33,752) Plus on call allowance (£3,000 per annum)
Hours:	Full Time / Part Time 37 hours per week 30 days annual leave entitlement Flexibility required for rotational weekend work as required
Contract:	Permanent
Responsible to:	School Business Manager

Job Description

Key Responsibilities

To ensure the effective leadership, management, maintenance, and security of the school site and grounds in compliance with Health & Safety regulations and the business needs of the school. The postholder will lead the premises team to a high standard of work, so that all premises and facilities are safe, well-maintained, and fully operational to support the pupil's needs and facilitate the safe operational running of the school to a high standard.

To work in line with agreed standards and school policies and procedures, staying updated on any changes. Promote and support the school's vision and values bringing solutions and ideas to further evolve excellence.

The postholder will work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The role requires excellent leadership & management skills, holding others to account and quality assuring all works completed with a keen eye for detail. The premises manager will be proficient in risk management and be competent at accurate record keeping and managing Health and Safety compliance.

The premises manager will be empowered to lead the team with flexibility and fairness which includes managing weekend contractor or premises staff work (as required), school lettings (as required), on call premises rota, and weekend or school holiday care of the onsite animals (as required).

Key Responsibilities

Health, Safety and Compliance

- Work with external agencies (e.g. Local Authority, HSE, Fire Brigade, Police and contractors) to ensure the school site is maintained to a high standard and complies with all Health & Safety legislation and DfE guidelines.
- Actively engage, manage contractors on site and quality assure work.
- Support the School Business Manager by contributing to work plans and school improvement projects, managing contractors and visitors in accordance with the school's Health & Safety policy and Site Security Policy.
- Support the School Business Manager on all aspects of Health & Safety management within the school environment. Dealing with urgent issues proactively and reporting back to the School Business Manager on a regular basis.
- Ensure all statutory checks and compliance records (fire safety, asbestos, legionella, etc.) are completed and recorded accurately.
- Maintaining school COSHH register and stock control
- Maintain and review the school's emergency and fire evacuation procedures, acting as Chief Fire Officer, including leading fire drills, maintaining records, and ensuring fire equipment is serviced.
- Ensure emergency procedures are current, rehearsed, and understood by all staff.
- Complete Risk Assessments for routine works carried out by the Premises and Housekeeping Teams and for the specific areas of the school site.
- To Quality Assure all works completed by the Premises and Housekeeping Teams.
- Oversee the maintenance and efficient operation of all buildings and site facilities.
- Monitor and coordinate maintenance schedules, repairs, and improvement projects in line with school priorities.
- Organise and maintain the school grounds, including gardens, boundaries, footpaths, and access routes.
- Coordinate the repair and maintenance of all furniture, fixtures, and fittings.
- Supporting the School Business Manager as an additional point of contact for large-scale site improvement projects, ensuring effective coordination, communication, and delivery of works across the site.

Supervision

- Line manage and appraise Premises and Housekeeping staff to ensure effective deployment and delivery of high-quality site services.
- Ensure that both Premises and Housekeeping Teams are up to date with training requirements.

Security and Site Operations

- Maintain overall security of the site, including keyholder duties, alarm response, and supervision of site access.
- Ensure that buildings are opened and closed securely, including for lettings and special events.
- Oversee the school's heating systems and utilities, ensuring efficient operation and accurate meter readings.
- Be the first-named keyholder and ensure appropriate cover is in place when unavailable.

Planning Budgeting and Liaison

- Liaise with the School Business Manager / Headteacher to prioritise maintenance and capital projects.
- Monitor budgets and procurement for site-related materials, ensuring cost-effective use of resources.
- Maintain and implement a Premises Development Plan aligned with the School Development Plan.

Operations and Events

- Manage premises and housekeeping team to facilitate key events such as open days, parent consultations, and AirBnB lettings in our onsite Holiday Cottage (The Lodge).
- Manage the day-to-day operation and maintenance of the school minibuses and cars, including servicing, MOT, and record keeping for both minibuses and cars, including drivers checks.
- Undertake practical installation, maintenance and repair tasks (e.g. fixing display boards, decorating, minor plumbing, minor carpentry) to maintain site safety and presentation.



General Responsibilities

- Comply with school policies on Health & Safety, Safeguarding, Security, Confidentiality, and Data Protection.
- Promote equality, diversity, and inclusion across the school.
- Attend and contribute to staff meetings, training, and performance review discussions.
- Support the wider vision and values of the school..
- Always maintain confidentiality and adhere to data protection and GDPR.

Personal & Professional Development

- To attend meetings with the School Business Manager/Headteacher and to participate in the school's annual performance review procedure.

The School allocates 5 days per year as for the purpose of School improvement through School Staff Development Days. The requirement to attend Staff Development Days is incorporated into the contracts of all directly employed staff. This includes mandatory training and role related training.

This job description describes the key duties and responsibilities of the post-holder, but it is not an exhaustive list and may be adjusted as the needs of the school evolve. Such changes may be made at the discretion of the Headteacher, in consultation with you.

Additionally, other reasonable duties may be assigned as necessary to support the objectives of the role.

Stone Bay School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.

Person Specification



Qualifications	Essential	Desirable
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English & Maths.	✓	
Training and sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work.		✓
Relevant qualifications or training in Health and Safety including Risk management		✓

Experience	Essential	Desirable
Substantial experience of applying Health and Safety law e.g Premises/Site Manager, Tradesperson. (Ex military or service personnel will also be highly considered).	✓	
Strong practical maintenance skills and experience operating relevant machinery and tools.	✓	
Experience in managing people and holding others to high standards	✓	
Experience in effectively communicating with a range of stakeholders (e.g. building contractors/suppliers, school staff, parents and visitors)	✓	
Experience in using IT systems to manage workload	✓	
Experience in Security Systems/Fire Alarm Systems		✓

Knowledge	Essential	Desirable
Demonstrable knowledge of Health & Safety and statutory compliance requirements.	✓	
An awareness of the need for strict hygiene and cleaning standards	✓	
An understanding that the needs and safety of the children and staff are priority	✓	
Understanding and Knowledge of current “Keeping Children safe in Education” guidelines	✓	

A clear understanding of and commitment to equality, diversity and inclusion, and the ability to apply these principles in a workplace environment.	✓	
An understanding of and commitment to General Data Protection Regulation (GDPR) and the importance of maintaining confidentiality and data security in a school/workplace setting	✓	
An understanding and empathy of people who have complex and severe autism and the challenges children with complex autism and pre verbal skills face.		✓

Skills & Abilities	Essential	Desirable
Good Communication Skills	✓	
Good Organisation and Prioritisation Skills	✓	
Good Administration Skills	✓	
Excellent IT Skills/use of Microsoft/Google suites	✓	
Good Record Keeping skills	✓	
Ability to work flexibly	✓	
Ability to manage team workload	✓	
Ability to manage own workload	✓	
Ability to manage new risks whilst prioritising pupil safety		
Full Driving Licence		✓
Be able to work under pressure and meet deadlines	✓	
Have a positive, solution-focused outlook	✓	
Be able to demonstrate the qualities of flexibility; integrity and enthusiasm	✓	

To represent Stone Bay School with professionalism, upholding its vision and values to maintain our reputation	✓	
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Stone Bay School



Safer Recruitment Statement

Introduction

Stone Bay School is fully committed and rigorously follows the most stringent of safeguarding procedures. This is to promote the welfare of all children and young people and we expect all staff, visitors and volunteers to share this commitment to the highest possible standard. *Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce.*

Safer Recruitment

Job descriptions and persons specifications refer to safeguarding and child protection and all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

- The post is subject to an Enhanced Disclosure Application to the Criminal Records Bureau and check against the ISA Barred List for Children.
- Candidates must apply through Kent Teach by completing in full and returning a signed application form. CVs will not be accepted.
- When applying, candidates must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be discussed.
- Candidates must provide two satisfactory references. These should be from the candidate's current or most recent employer. Where a candidate is not currently

working in a school or childcare setting but has done so in the past, one reference should be from their most recent children's workforce referee.

- All references will be applied for in writing prior to interview and referees contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted. Referees will be asked specific questions about a candidate's suitability to work with children and young people and for the post.
- Stone Bay School reserve the right to request alternative referees where felt appropriate to fulfil safer recruitment requirements.
- The post for which the candidate is applying for is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- Only those candidates meeting the criteria outlined in the person specification will be shortlisted.
- Candidate's commitment to the safeguarding and welfare of children and their motivation to work with children will be explored at interview.

Interview

Shortlisted candidates will take part in an in-depth interview and selection process. Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form this includes their employment history. Candidates at the end of their interview will be reminded of their responsibility to disclose criminal convictions that are subject to DBS check if they have not already done so on the application.

Proof of right to work in the UK must also be provided at interview.

All offers of employment will be subject to and conditional upon:

- Enhanced DBS and Barred List check
- Verification of identity
- Verification of entitlement to work in the UK
- Verification of any relevant qualifications
- Receipt of two satisfactory references
- Receipt of Criminal Convictions Self-Disclosure Form (for regulated activity with children posts)
- Satisfactory pre-employment health clearance
- Prohibition checks for teachers and those with previous teaching experience
- Section 128 checks for governors or members of the Senior Leadership Team
- Online recruitment checks

- Overseas checks as appropriate
- Meeting the requirements for Disqualification by Association as where appropriate

If these are not satisfactory an offer of employment may be withdrawn or where an individual has commenced work, employment may be terminated.

Recruitment of Ex-Offenders

If you are successful at interview then we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) and we administer this process. Most roles within Stone Bay School will also require a Barred List check. We will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

Probation

All new staff will be subject to a probation procedure for a period of six months. The probation period is to enable the assessment of an employee's suitability for the job for which they have been employed. This includes the monitoring and reviewing of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal Opportunities

Stone Bay School recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. Stone Bay School takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community.

Stone Bay School is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

Stone Bay School is committed to ensuring that staff member's privacy is protected. By signing a contract of employment, staff members will agree for Stone Bay School, to process their personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information staff members

provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to Stone Bay School. A full list of these organisations is available upon request. Further information about how and why we collect staff member data can be found in the Stone Bay School Privacy Notice.