

JOB DESCRIPTION

Job Title:	Regional Premises Manager
School:	Based at Smarden Primary School but also responsible for supporting the teams in the Weald & City Region.
Location:	Multiple locations within Weald & City Regions
Reporting To:	TKAT Central Estates and Health & Safety Team
Key Internal Relationships:	Headteacher, SLT, Teaching and Support Staff, Trust HQ, other TKAT schools
<p><u>Our Commitment</u></p> <p>Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element of an application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.</p> <p>Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.</p> <p>Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.</p>	
<p><u>Job Purpose</u></p> <ul style="list-style-type: none"> • To support the effective site provision in each school and ensure that compliance for building, grounds and health and safety are met whilst promoting the TKAT family values. • Enhance the school's aesthetic qualities to encourage children to attend school in their home away from home while showcasing an uplifting educational environment. • Be responsible for ensuring equality of opportunity for all. • Take responsibility for promoting and safeguarding the welfare of children within the school and trust. • Work inline with the school ethos and the trusts' vision. 	
<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> • To monitor the work of all contractors on each site with particular emphasis on cleaning contracts. The caretakers in each school are responsible for the day-to-day management. Working with each school on a schedule of works to be undertaken for school deep cleans. 	

- Where appropriate, to manage and monitor local works contractors on site on behalf of the schools and/or trust, as required.
- Liaise with employees of TKAT, Local Education Authority as appropriate, workers and contractors and, where appropriate in consultation with the Headteacher / Deputy / Assistant Headteachers on any queries relating to premises.
- To identify and prioritise maintenance requirements and organise work programmes in liaison with the school Caretakers, School Business Managers, TKAT Estates and Headteachers.
- Drawing up specifications, for small works to be undertaken by contractors. Thereafter obtaining estimates for the cost of works.
- Arranging for small works to be undertaken and monitoring the progress of projects involving outside contractors, ensuring appropriate RAMS are received and approved prior to work commencing.
- Promote the inclusion and acceptance of all staff and pupils, including those with special educational needs, ensuring access to facilities and their content through appropriate clarification, explanations and resources.
- Ensure that relevant schools are compliant with statutory and Policy duties, documentation and reporting/recording requirements.
- To actively seek out and make efficiency savings and or reductions to the relevant running costs.
- Plan, organise and where appropriate provide training for facilities staff to provide the highest standard of service possible.
- Perform regular toolbox talks to facilities staff, providing ongoing information and refresher training.
- Hold regular meetings with Trust management, customers (schools) and facilities staff to maintain a healthy and effective working environment and discuss satisfaction and communication.
- To make use of the task and compliance monitoring system to ensure that statutory and non-statutory tasks are carried out to the required deadlines and to the correct standard.
- To ensure that safe working practices are applied at all times.
- Ensure correct policy and procedures are maintained including health and safety COSHH, manual handling etc.

Security

- Act as key holder across all schools with the caretakers/site staff in each school being responsible for site security.
- Should a callout be beyond the capabilities of the Caretaker to respond to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s)/fire alarm(s).

Health and Safety

- Ensure the site staff in each school have arrangements in place for inspections of all ancillary equipment making sure all compliance checks are met.

- Ensuring that all caretaking equipment is in a safe and working condition.
- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues).
- Act as the Health and Safety Compliance Officer for each school, including the roles of Legionella Manager and Asbestos Manager (where asbestos is present).
- Ensure safe fire evacuation procedures are in place for each school and that termly evacuation drills are carried out.
- To understand and apply schools and TKAT policies in relation to health, safety and welfare ensuring the implementation thereof.
- Report directly on service activities to TKAT Head of Estates and Head of Health, Safety and Environment, as required, and propose appropriate and proportionate improvements to meet existing and future requirements.

Finance

- For capital works in excess of £5k submitting the appropriate requests for authorisation and/or funding to TKAT and ensuring that the required supporting information is provided.
- Contribute to maintaining and establishing 'value for money' strategies for delivering the management services.
- Maintain budget goals by monitoring and reporting FM and H&S spending against the approved budget, and working with senior management to provide effective and adequate financial provision.

Other areas of responsibilities

- Actively promote and follow TKAT policies and procedures.
- Uphold, support and demonstrate the TKAT vision, purpose and values.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Professional development

- Take part in the school's appraisal procedures.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development, and training opportunities in discussion with the Caretakers in each school.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Regional Premises Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
Qualifications, Training and CPD:		
Trained in Health & Safety, PAT testing, working at heights, manual handling etc.	E	Application
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.	E	Application
Intermediate knowledge of ICT with an emphasis on on-site management and compliance.	E	Application
Experience:		
Previous experience of working within a premises role in a school or public building.	D	Application & Interview
Experience of cleaning in a work environment.	E	Application & Interview
Builds confidence with colleagues and schools by taking ownership and demonstrating an understanding of issues, providing prompt resolution where possible.	E	Application & Interview
Proven experience in carrying out maintenance in a school or similar organisation.	E	Application & Interview
Understanding of Data Protection and confidentiality.	E	Application & Interview
Experience of working in a school environment.	D	Application & Interview
Experience of security, including alarm systems.	E	Application & Interview
Previous training / experience relating to Health and Safety within a cleaning environment and COSHH regulations.	D	Application & Interview
Be prepared to undertake training in safe working practices and health and safety legislation relating to cleaning, manual handling, cleaning and the use of equipment and materials (including COSHH).	E	Application & Interview
Experience with ICT, especially Google Suite and/or MS Office.	D	Application & Interview

Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion.	D	Application & Interview
Knowledge, Skills and Attributes:		
Good knowledge of health and safety regulations.	E	Application & Interview
Knowledge of moving and handling procedures.	E	Application & Interview
Ability to work in an organised manner and use initiative.	E	Application & Interview
Problem-solving skills, able to independently find solutions, but knows when to escalate issues.	E	Application & Interview
Excellent communication skills, both verbal and written.	E	Application & Interview
Delivery focussed – can work to deadlines as required and drives performance.	E	Application & Interview
Ability to work flexibly as the need arises.	E	Application & Interview
Recognises when colleagues are under pressure and volunteers to assist them where possible.	E	Application & Interview
Maintains focus under pressure, even when confronted with multiple priorities.	E	Application & Interview
Commitment to achieving a high standard of cleanliness and hygiene.	E	Application & Interview
Commitment to working within the School's Safeguarding Policy and Procedures.	E	Application & Interview
Responsible, punctual and reliable.	E	Application & Interview
Demonstrates methodical and logical approach, pays meticulous attention to detail.	E	Application & Interview
Takes a school-focused view.	E	Application & Interview
Anticipates responses and plans their approach accordingly.	E	Application & Interview