

**Regis Manor Primary School**  
**Recruitment Pack**

**Premises Manager**



**Middletune Avenue**  
**Sittingbourne**  
**Kent**  
**ME10 2HT**

## **Job Description**

**School:** Regis Manor Primary School

**Job Title:** Premises Manager

**Grade:** SAT 5

**Responsible to:** Headteacher

**Line Manager to:** Premises Team

### **Purpose of the Job:**

To be responsible for the security, maintenance and cleaning of the site

### **Main duties and responsibilities (Accountabilities):**

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
2. Act as a designated key holder, providing out of hours and emergency access to the school site
3. Work with Trust leadership to procure quotes for routine maintenance work on school premises
4. Contribute to the management of the premises budget
5. Be responsible for other site staff including contractors for cleaning and gardening maintenance
6. Operate and regularly check systems such as fire alarms, bedlam bells, heating, cooling, lighting and security (including CCTV and alarms)
7. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
8. Contribute significantly to cleanliness of site and premises and ensure agreed daily schedule is completed
9. Arrange emergency repairs
10. Arrange regular maintenance and safety checks
11. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
12. Monitor materials and stock and/order supplies
13. Undertake general portage duties, including moving furniture and equipment within the school
14. Perform duties in line with health and safety regulations and take action where hazards are identified, manage the reporting of serious hazards
15. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules
16. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
17. Provide training on health and safety issues to other staff
18. Facilitate lettings and carry out associated tasks, in line with local agreements
19. Undertake driving of the minibus as required

Responsibility for some of the above duties will be negotiated in consultation with other members of our current highly skilled team

**General accountabilities:**

All staff in the school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. They must comply with any duty or requirement imposed by their line manager or statute and must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. These are specified more precisely in the school's Health and Safety Policy, copies of which are available from the Headteacher.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. This is a new post within an expanding Trust and the nature of this new role means that there will also be additional tasks and projects identified. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

**Job Title:** Premises Manager

**Grade:** SAT 5

**Responsible to:** Headteacher

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating (or sound experience of same).</li> </ul>	<ul style="list-style-type: none"> <li>Formal Health and Safety training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a building / site maintenance role including forward planning and problem solving.</li> <li>Considerable DIY experience at the level of minor maintenance.</li> <li>Experience of overseeing other works i.e. contractors, cleaners etc.</li> <li>Experience of undertaking responsibility for the care and maintenance of premises.</li> <li>Experience of dealing with a variety of stakeholders in person, by email, and on the telephone.</li> <li>Experience of following purchasing and other financial procedures</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to lead and work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines.</li> <li>Organisational capability.</li> <li>Proficient use of ICT including the use of Word and Excel software, to support good record keeping.</li> <li>Ability to use initiative in dealing with everyday problems and identify which problems should be referred to the Headteacher.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.</li> <li>• Good communication skills, both written and verbal.</li> <li>• Ability to understand information and to advise and liaise with others accordingly</li> <li>• Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.</li> <li>• Confidence to liaise with senior staff as required.</li> <li>• Willing to undertake relevant training for minibuss driver.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Working knowledge of Health and Safety procedures relating to the post.</li> <li>• An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</li> <li>• Able to recognise and deal with emergency situations.</li> <li>• An understanding of lone working procedures and responsibilities.</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A willingness to undertake training and to keep knowledge up to date.</li> <li>• A positive, can-do attitude</li> </ul>	

## Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust.

Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at our most recent Ofsted reports will point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

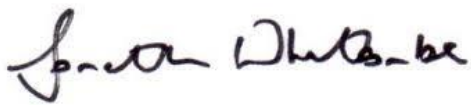
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive for all pupils to produce work which showcases their development over time of which they, their teachers and support staff and parents can be really proud.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jon Whitcombe', written in a cursive style.

**Jon Whitcombe**  
Trust Principal

## Welcome from Head of School

Dear Applicant

On behalf of all the children, staff and governors, I'd like to thank you for your interest in the role of the efficient operation of Caretaker at Regis Manor Primary School.

We are a school that likes to celebrate success at every level. Our children are hard-working, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds. Working in partnership with parents, carers and other key members of the community we work together on the school's journey to provide an outstanding provision for all.

Regis Manor is part of Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. The Trust consists of a group of seventeen primary and secondary schools based in Kent, East Sussex and South London.

Regis Manor was judged "good" at its last Ofsted inspection in March 2018 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

We seek to appoint an excellent practitioner who thrives on challenge, is passionate about improving the life chances of pupils, enjoys working as part of a team and feels confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you a school committed to your professional learning.

We look forward to receiving your application. Due to the current circumstances we are unable to invite you to visit the school but would encourage you to look at our website and Facebook page to help you get a feel for our school. If you would like the opportunity to talk to a senior member of staff please contact the school office and we will be happy to talk to you and answer any questions you may have. Interviews will likely take place via videolink.

Yours sincerely



**Mr M Perry**

**Head of School**



## Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of six secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.



## **Swale Academies Trust – Schools**

### **Primary**

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne
- Peacehaven Community School, Peacehaven

### **Secondary**

- Causeway School, Eastbourne
- Meopham Secondary School, Meopham
- The Eastbourne Academy, Eastbourne
- The Sittingbourne School, Sittingbourne
- The Whitstable School, Whitstable
- Westlands School, Sittingbourne

### **Central Support Services**

- Ashdown House, Sittingbourne

## **Extract from Safeguarding Policy**

### **Introduction and Ethos**

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in this policy apply to all staff and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

### **Recruitment of ex-offenders**

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

## **The Application Process**

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the [Kent-Teach](#) website and all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team  
Swale Academies Trust  
Ashdown House  
Johnson Road  
Sittingbourne  
Kent  
ME10 1JS

## **The Shortlisting and Interview Process**

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## **Conditional Offer**

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications

- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold. This can be downloaded here:

<https://www.swale.at/page/?title=Privacy+Notice&pid=33>

