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**Regional Premises Manager**

We are looking for an exceptional candidate to be responsible for the management and operation of the academy’s premises, its assets and facilities including contracts relating to these areas and to ensure that they are maintained in a safe, clean and secure condition.

The post holder will work closely with the Regional Facilities Manager regarding the upkeep and continuing development of the premises, and the management of the site’s facilities.

**JOB DESCRIPTION**

**Job Title:** Regional Premises Manager

**Line Manager:** Regional Facilities Manager

**Leads and manages:** Premises and cleaning staff as relevant

**Key accountabilities:**

* Ensure that the Academy site is safe, well maintained, and is welcoming to the young people, staff, parents, the community and others visitors and users
* Ensure that the site is one that provides a high quality learning environment, with the resources and facilities that supports learning and teaching
* Help to ensure that the Academy is one that the local community can be proud of and where parents would choose to send their children
* Ensure that all services meet with legislative and best practice guidelines

**Key responsibilities**

* Managing efficiently and effectively the Academy site, accommodation, buildings and grounds.
* Ensuring the safety of staff, students and visitors to the Academy by the effective use of staffing and equipment
* Ensuring the security of the premises and equipment in accordance with established procedures and practices
* Establishing and maintaining a proactive Health and Safety provision across the whole Academy including designation as the ‘Responsible Person’.
* Controlling the selection, supervision and quality of work as well as ensuring a safe system of work for all staff and external contractors working at the Academy site
* Proactively promoting and administering the provision of lettings and other events on site including appropriate security and reception staff
* Ensuring that minibuses operate an efficient service and are maintained in compliance with legal requirements including appropriate driver certification
* Responsible for the efficient electronic operations and systems in the school i.e. energy, lighting, air handling units, Building Management System, Access Control Systems, CCTV.
* Responsible for ensuring the security systems, sprinkler, fire and emergency lighting are in sound working order at all times and records of regular testing are kept.
* Responsible for the key holder records
* Ensuring all pro-active and re-active maintenance work is carried out and that service records are maintained, with minimal disruption to our core purpose of Teaching and Learning
* Organising and managing a programme of routine maintenance, re-decoration and service.
* Responsible for the outstanding defect reporting within the Academy
* Ensuring the academy is open and staffed by the Premises Team for all school activities and agreed lettings.
* Ensure a fair and sound call-out rota system is in place
* Responsible for the supervision and training of the staff within the Premises Team ensuring duties are carried out safely. Accountable for their appraisal, tracking of effectiveness including positive outcomes.
* Regularly monitor and report on the performance of contractors, high standards of workmanship and as per agreed specification
* Carry out weekly inspections/checks of the buildings
* Carry out formal termly inspections/checks of communal staff areas and communicate with relevant staff to this effect
* Responsible for all porterage duties on the premises, moving equipment as required, setting out and removing furniture for assemblies, meetings and performances as required
* Attend relevant site meetings and undertake relevant training to the role
* In liaison with the Regional Operational Director to be responsible for the budgets relating to the facilities
* Developing, maintaining and implementing policies, procedures and practices concerning Fire, Health and Safety across the whole Academy and ensuring statutory compliance.
* Lead and manage site staff, encouraging multi-skilling and cross covering of roles between operatives and team leaders
* Monitor the performance of the Site, Catering and Cleaning staff and ensure all the relevant documentation, assessments, logs and registers are kept

Whilst every effort has been made to explain the main duties, tasks and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing academy which requires flexibility and change management in all of its employees.

1. To be mindful of the emotional well-being of staff within your team and to engage positively with our community of students and families
2. To take on broader middle-leader responsibilities which are agreed with the Regional Facilities Manager once the full middle leadership team has been appointed

**Other**

* The post holder must be committed to the safeguarding and welfare of all pupils
* This post is subject to an enhanced Criminal Records Bureau disclosure
* The post holder must be willing to work evenings and weekends on a regular basis, and be able to deal with emergencies outside of core hours
* The post holder must be able to meet the physical demands of the role

This job description is not necessarily a comprehensive definition of the post, it does however reflect the level of responsibility at which they will be required to work. The major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

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| **REGIONAL PREMISES MANAGER – PERSON SPECIFICATION** |
|  | **Essential**  | **Desirable** |
| **Education, Training and Qualifications*** GCSE grade C or equivalent in literacy and numeracy
* Evidence of and commitment to continuing professional development
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| **Experience, Knowledge, Skills/Competencies*** At least 4 years’ experience in Facilities & Estates management.
* Experience of working with a range of contractors.Experience of designing and managing a rolling programme of maintenance
* Experience in handling the various tools and equipment required for maintenance work
* Experience of managing cleaning, security and grounds maintenance services
* Experience of managing a team
* Knowledge and understanding of all issues relating to site management.
* Knowledge and understanding of Health and Safety requirements.
* Knowledge and understanding of Building Management Systems, the ability to use IT to manage these systems.
* Ability to supervise a team of facilities management staff and develop a team approach.
* Ability to ensure that an up to date record of work undertaken is kept
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| **Personal Qualities and Attributes*** Resilience, the ability to work under pressure and be able to meet deadlines
* Ability to think strategically, creatively and to prioritise
* Excellent communication skills
* Excellent interpersonal skills
* Secure record of good attendance and punctuality
* A commitment to E-ACT’s vision, values, aims and the objectives of its academies programme
* Tact and diplomacy in all interpersonal relationships with the public, pupils, colleagues at work.
* Self-motivation and personal drive to complete tasks to the required timescales and quality standards.
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| **Additional Circumstances*** Occasional attendance at meetings outside normal hours.
* Preparedness to work unsocial hours as part of shift pattern of covering extended opening hours
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