

JOB DESCRIPTION

Post: School Premises and Compliance Manager (Maternity Cover)

Salary Scale: SO2

Location: Kingsford Community School

Working Hours: 36 hours per week

Working Pattern: Monday-Friday, 8 a.m. - 4 p.m. (Full Time), Fixed Term Contract April 2025 - July 2026

Responsible to: Assistant Head Facilities Management

Team Membership: Administration Team, Kingsford Facilities and PFI Liaison Team

Other Relationships: Local Authority, PFI Provider

1. Main purpose

The School Premises Manager will be an active member of the Kingsford Facilities and PFI Liaison Team, and ensure the smooth and effective day to day running of the school site. This will include, but is not limited to the following:

- To ensure a high standard of effective management and development of the school premises, fixtures, fittings, and other services at the school, with a focus on value for money.
- To ensure that the school premises which currently comprise 2 buildings, effectively meet the needs of the school's teaching and other requirements and are maintained to a high standard.
- Oversee building maintenance compliance by ensuring effective systems are in place to ensure accurate record-keeping with regards to services and contracts.
- Support the Kingsford Facilities and PFI (Private Finance Initiative) Liaison Team by leading on the PFI handover plan, maintaining effective relationships with the school's PFI provider and local authority to ensure that the school is well prepared to manage both school buildings at the end of the PFI contract.

Premises Management

- Manage the maintenance and upkeep of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property, and oversee plans for lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation, etc.
- Ensure the prompt purchase, repair and maintenance of all furniture and fittings in line with the school's Planned Preventative Maintenance plan for the new building, and the PFI provider's Planned Preventative Maintenance plan for the main building.
- Manage the security of the school site, working closely with the school's security officer, security providers and PFI provider.
- Manage the arrangements for the Kingsford hotel as directed.
- Develop and manage an effective asset management plan to optimise learning outcomes across the school.
- Working closely with the Assistant Head for Health and Safety and Assistant Head for IT

Network and Infrastructure, ensure that effective and detailed plans are in place for business continuity, disaster recovery and critical incidents.

- Seek professional advice on insurance and advise the Head Teacher on the appropriate insurances for the school. Implement the approved insurances.
- Attend and participate in such staff meetings, local authority meetings and other working groups as are appropriate to the role.
- Develop school policies for premises management, and for working with contractors and outside agencies.

Lettings Management

- Manage the letting of the school premises to outside organisations and school staff, and the development of extended schools' activities with particular reference to the local community. Obtain necessary licences and permissions and ensure their relevance and timeliness. Ensure that all due diligence checks are completed and that necessary documentation is collected, reviewed and filed before any new hire is approved to go ahead.
- Through the administration of the School Hire system, ensure that the lettings calendar is effectively managed and reviewed, liaising closely with the PFI provider to ensure effective on-site arrangements.
- Provide regular reports to governors on the school's lettings arrangements, including details of termly revenue and actions taken to resolve any issues encountered.

Premises Development

- Draw up outline specifications for new buildings, obtaining tenders and planning permission, and liaising with building contractors and architects.

Administration Management

- Provide leadership and guidance for support staff, including direct line management responsibility where appropriate, ensuring that the school's administrative team effectively supports the school's leadership team.
- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Be a role model and make all decisions in line with the vision and values of the school and encourage others to do the same.

Data Protection and Compliance Management

- Ensure the school keeps accurate and up to date records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Ensure that the school's data protection policies and privacy notices are up to date and well communicated to all relevant parties as necessary.
- Manage the school's compliance with statutory obligations including data protection and GDPR and advise the Head Teacher and others on the relevant legal, regulatory and ethical requirements.
- Track all school policies and ensure they are updated on an annual basis or in line with statutory developments

- Undertake all training required in relation to data protection, including regular attendance at local authority data protection meetings.
- Be the school's internal data protection lead, liaising closely with the school's Data Protection officer at the Local Authority and taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.

Health and Safety

- Support the school's compliance, working with the Assistant Head for Health and Safety in relation to health and safety regulations and Local Authority procedures. Put in place processes and procedures to ensure the safety of all in the school in using the school premises.
- In liaison with the Assistant Head for Health and Safety, work with the fire service to manage the installation and maintenance of equipment for protection against, and escape from, fire. Initiate and keep records of regular fire practices and alarm tests and ensure emergency procedures are up to date.
- In liaison with the Assistant Head for Health and Safety, organise health and safety training for staff.
- In liaison with the Assistant Head for Health and Safety, lead on the school's arrangements for risk management, including the completion of risk assessments and implementation of loss prevention strategies to reduce insurance costs.

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 Information and postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher, Deputy Head or Assistant Head for Facilities Management.

2. Person specification

Behaviours

Agile	Is adaptable, flexible, reflective and capable of leading and managing change.
Decisive	Can identify and consider options, make recommendations and robustly defend decisions in a timely manner, using evidence to support proposals.
Leader	Inspires and motivates others within their team and the wider school community. Leads functions, people and/or projects within the remit of their autonomy and responsibility.
Collaborative	Works effectively and inclusively both within and outside of the organisation so that individuals, teams and the learning community can benefit from shared capacity and knowledge.
Resourceful	Uses resources, information and knowledge to overcome obstacles and finds creative/ innovative solutions to develop self, team and the school.

Emotionally intelligent	Manages and uses emotional intelligence when problem-solving and considers new innovations and change. Demonstrates confidence and the ability to negotiate, challenge and influence alongside empathy, diplomacy, approachability and resilience. Demonstrates both contextual and professional self-awareness.
--------------------------------	--

Person Specification

CRITERIA	ESSENTIAL
EDUCATION/ QUALIFICATIONS NB: Full regard must be paid to overseas qualifications	First Class /2:1 Degree/Masters level in a school business management discipline (i.e. Leading support Services and Procurement) or at least a Level 4 Diploma in School Business Management. Minimum of three years School Business Management experience. Demonstration of an ongoing commitment to own professional development.
EXPERIENCE AND KNOWLEDGE (Relevant work and other experience)	<ul style="list-style-type: none"> • Administrative experience in an educational setting • Experience of line management responsibility • Experience of using data input systems • Experience of using purchasing systems • Experience of child protection procedures and commitment to safeguarding pupils • Understanding of educational legislation, the statutory framework for education, new innovation and developments and how these will affect the services the school must deliver • Understanding of the education funding landscape and context.

SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	<ul style="list-style-type: none"> • Able to manage successfully all resources: human, financial and physical • Able to manage a budget on a strategic and day to day level • Able to produce and adopt long term financial plans up to 4 years ahead • Able to apply a pragmatic approach to strategic planning • Able to work methodically and accurately under pressure • Able to lead, organise and motivate a team and support colleagues • Strong ICT skills and effective time management skills • Motivated to improve own practice and knowledge through self-evaluation and learning from others • Flexible, positive, trustworthy, committed to the school • Able to drive and deliver transformational and cultural change • Able to translate a visionary/innovative concept into practical implementation plans • Able to provide clear direction and shared purpose for all colleagues, external partners and stakeholders • Able to forge positive and effective internal and external working relationships with stakeholders at all levels (staff, pupils, parents, etc.) • Excellent verbal and written communication skills; able to articulate clear visions for the school and its development • Resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner • Very strong negotiation skills and the ability to influence others to the benefit of the school • Willing to take and manage agreed levels of risk to deliver outstanding services • An outstanding, collaborative leader who forges positive relationships to promote the success of the school • Membership of the Institute of School Business Leadership (ISBL) is highly desirable
---	--

3. Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: February 2025

Next review date: May 2026

Headteacher/line manager's signature: _____

Date:

Postholder's signature: _____

Date: _____