

Assistant Premises Manager

**For Autumn 2020
Candidate Information Pack**



Welcome from the Chief Operating Officer	3
Departmental Overview	4
Job Description – Assistant Premises Manager	5
Person Specification – Assistant Premises Manager	9
Application Procedure	10
Appendix 1 FOLIO Introduction from the Chief Executive Officer	11
Appendix 2 – FOLIO Trust Schools	12
Appendix 3 Folio Education Trust, Values and Aims	13

**We believe in
ourselves.
We believe in each
other.**

Welcome from the Chief Operating Officer



Dear Candidate,

Thank you for your interest in working on Estates at Folio Education Trust schools.

The Estates function forms a critical element of our Shared Services model, which is in place to serve all the Schools within the Trust, as well as the Croydon School Sports Partnership. The overall aim is providing a service that listens to and understands the needs of people being served, anticipates how these needs will change and acts promptly to deliver. Other Shared Services include Finance, IT, Catering, HR, Marketing and Compliance.

We work closely with the Headteachers of each school to ensure to we are continuously progressing against our goals in each department and we measure performance against specific metrics.

As we grow our Estates team will have to adapt to new challenges across our different sites, not least as we get closer to moving into our brand new facility at Coombe Wood School in late 2020. This is a very exciting opportunity for everybody involved with Folio and it is critical that the Estates team facilitates a smooth entry to the permanent building. Growth guaranteed over the next 4 years ensures that successful candidates will have the opportunity to progress in their role and career.

Our aim is to develop a strong team with a variety of skills that is able to support one another across all the sites, to ensure that we successfully and efficiently manage our security, general maintenance, caretaking and cleaning.

If you enjoy variety in your working day, are skilled in the above areas, diligent, organised and will commit to what Folio Shared Services is trying to achieve then we would love to hear from you.

Mr Oliver Blackburn

Chief Operations Officer
Folio Education Trust



The Estates Provision

Our Estates Team strives to ensure schools are well maintained, safe, secure, clean and fit for purpose for our pupils and staff. Members of the team can be deployed across our four schools and roles are varied and carry different levels of responsibility. The schools vary in age, design and size, so giving a variety of learning environments across the locations.

Health and Safety is a very important aspect of these roles; we provide necessary training in this and other areas and offer opportunities for professional development.

We work hard to develop our facilities in order to ensure the curriculum can be delivered effectively and to extend the opportunities available in both education and extra-curricular activities.

Naturally the Estates function is closely linked to our other operational functions, including IT and Catering. Our IT Team aims to provide a seamless and fast user experience, whilst delivering innovative and scalable teaching solutions. Our Catering Team works to provide healthy, sustainable and popular meal provision.

Your professional development is taken seriously. We encourage this and there will be opportunities for practical and online courses to enable you to learn new skills and refine your practical and theoretical knowledge needed to support the Estates management functions.

Job Description – Assistant Premises Manager

The Assistant Premises Manager is a supportive role in delivering the Folio Education Trust Shared Services model, providing an outstanding service overseeing the premises and grounds to support the education of young people across four schools and the Central Services Team.

The focus of the role is to deliver high standards of safety and maintenance of the school sites, to assist with the smooth, efficient management of the Wallington County Grammar School. Managing the daily duties of the caretaking team to provide a safe and clean environment for all students and staff.

Following consultation with the Folio Trust Contracts Manager, arrange for repairs and maintenance work to be undertaken by external firms and contractors, securing the best prices and timescales available to ensure minimum disruption to lessons and activities and best value for the school.

Salary Grade and Range

Grade: 5/6

Range: Point range 11-20

Contract: Permanent, Full Time (36 hours per week)

Location: Wallington County Grammar School

Indicative Working Pattern

Between 8am – 3.45pm Monday-Thursday and 8am-3.30pm Friday. All-year round contract which includes a 30-minute (unpaid) lunchbreak.

Shift patterns are arranged to meet the needs of WCGS. There will be the need to offer some flexibility to cover other shifts as required. The Site Supervisors shifts cover the period from 6am-6pm (AM shift 6am-1:30pm and PM shift 10:30am-6pm) unless there are school events in the evening and this may also need to be covered. Cover for these shifts may be required from time to time depending on demands. A flexible approach is required.

Summary Responsibilities

This role involves the management (including shift organisation) of the caretaking staff at WCGS and effectively planning the daily works' programme to best support the school. The working pattern requires meticulous planning to ensure there is a regular cycle of maintenance, development, and review.

Work with the Estates Manager/Contracts Manager to develop and continually review the sites' master plans.

Ongoing duties include reviewing performance, listening, understanding and then making adjustments to ensure continuous delivery and improvement. The role requires use of Information Technology for emails and management of our online monitoring system Every Compliance Manager. All training on this system will be provided.

Driving school minibuses as required.

This job description is subject to review and amendment through annual negotiation as the role develops in scope.

Responsible to

1. The Chief Operating Officer (COO) who is responsible for overall Trust-wide accountability and non-educational standards
2. The Estates Manager via the Contracts Manager, who delegates various tasks as required among the estates team members at WCGS to deliver an efficient site service.
3. The local Headteacher to ensure clear and regular communication on daily management, estates projects, or any security/safeguarding issue.

RESPONSIBILITIES

Manage site staff to support and assist with duties listed below and as required:

❖ Security

- To lock and unlock the school as required.
- To liaise with the security company and emergency services as and when instructed by the Contracts manager.
- To test and record the fire alarms on a weekly basis.
- To ensure keys are available for staff including arranging for new keys to be cut and collected as necessary.
- To carry out emergency repairs to maintain a secure environment.
- To ensure the external entrances to the school grounds are secure while the school is in session and proactive in checking and reporting areas of concern to the Contracts Manager.
- Monitor fire safety equipment including call point covers while carrying out daily walks.
- Ensuring at the end of the day or other appropriate times, all doors, windows and gates are locked and all security alarms are set and working correctly.
- To be vigilant, preventing trespassing, theft and unauthorised parking.
- Monitor CCTV system and security gates.

❖ Caretaking

- To ensure the buildings are heated to the appropriate temperature and to develop knowledge of the heating controls.
- To liaise with Contracts Manager relating to all aspects of maintenance and repair.
- To supervise the other caretakers and instruct them in their daily duties as required.
- To liaise with contractors relating to maintenance schedules and ensure the schedules are maintained and keep the Contracts manager informed of developments.
- To take, monitor and record the water temperatures on a monthly basis. Run the water taps during holidays on a weekly basis and any low use taps and showers.
- To ensure replacement of light bulbs and tubes as required.
- To monitor stock levels of caretaking products and advise Contracts Manager if levels are low.

- To ensure that furniture is in place for meetings, assemblies and exams etc.
- To deliver materials, parcels and equipment to staff.
- To restore stray furniture to its rightful home.
- To have knowledge of how to undertake PAT testing when instructed to do so by the Contracts Manager (training will be provided).

❖ **Cleaning**

- To work with the cleaning staff and/or contractor cleaners
- To ensure a good standard of cleanliness and hygiene is maintained in the School both inside and outside, including any necessary cleaning.
- Ensure trees/bushes protruding along the front perimeter of Croydon road are cut back and the verge is free from litter.
- To carry out external cleaning including emptying of litter bins and conducting litter sweeps.
- To clean gutters, drains and gulleys on a monthly basis.
- To clear drain/toilet blockages and liaise with Contracts Manager/Contractors as necessary.
- To ensure contract cleaners are providing the service and cleaning to the high standards as expected by the School and to liaise with the Contracts Manager regarding any cleaning concerns.
- To ensure that all toilet and kitchen dispenser areas are adequately stocked (i.e. with toilet tissues, hand tissues, soaps and anti bac hand sanitizer) and are working efficiently.
- To carry out emergency cleaning if required.
- Undertake cleaning duties including graffiti and chewing gum removal when required.

❖ **General Maintenance**

- To undertake plumbing repairs, general repairs, including repairs to furniture, fixtures and fittings, where appropriate. Proactively reporting to the Contracts Manager any repairs that need to be carried out.
- To undertake painting and decorating as requested and according to the pre-arranged schedule.
- To undertake gas, electricity and water meter readings as required.
- To carry out regular health and safety inspections and risk assessments either on your own or as part of a team.
- To ensure a weekly check is carried out on the School minibuses to ensure road worthiness i.e. oil/ water/ indicator lights and to arrange for the cleaning of the mini buses.
- To ensure health and safety is maintained at all times when using electrical items for work purposes and ensuring items are not left unattended.
- Ensure all maintenance equipment, tools and PPE are regularly inspected and are in good working order.
- To erect the Platform Tower as and when required (PASMA training will be given).
- To assist the Contracts Manager as required.

Effective Day to Day Management:

- To ensure the school's Health and safety policy and the current Health and Safety regulations are adhered to and implemented
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- All members of the premises team are expected to support and compliment the work of one another to ensure the efficient working of the school
- To liaise with the Contracts Manager to organise the schedule of works to minimise impact on educational delivery and to record the work undertaken
- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment
- Report and complete forms for accidents/near misses within 7 days of incident to Health and Safety Advisor at LBS.
- Ensure familiarity with the asbestos register eg. Ensuring all contractors see and sign before they commence work.
- Providing safe access to the site in the event of extreme weather conditions eg. Snow, ice or flooding.
- Work with the Contracts Manager on the appraisal and Performance Management of Estates staff.

Other duties

- Participate in training and other learning activities as required
- Ensure the school has adequate first aiders on site at all times and assist the Contracts manager with arranging first aid training.
- Attend and participate in regular management meetings
- Contribute to the wider life of the school if required
- Cover receptionist lunch breaks and answer switchboard as required.
- Perform all other reasonable requests from the Head teacher, Contracts Manager and Trust Estates Manager as required.
- Respect confidentiality at all times.

Outcomes

Folio Education Trust teaching and non-teaching staff will work closely together across many different areas of the schools to ensure the best possible learning experiences for our students.

The Assistant Premises Manager role helps the smooth and efficient running of the schools to support raising student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plans (SDP).

Alignment with our ethos and our core values is expected at all times.

Person Specification – Assistant Premises Manager

Area	Essential	Preferred
Please note that training in school systems will be provided*.		
Experience	Work experience in premises or a related area	<ul style="list-style-type: none"> • Experience of working with young people
Knowledge and Skills	<ul style="list-style-type: none"> • Understanding of basic Health and Safety requirements • Sound understanding of all building systems: electrical, water & gas. • MIDAS trained for school minibus driving • Good maintenance skills and practical aptitudes • Good administrative skills • Competent IT skills to handle communications and reporting • Ability to organise and manage work commitments efficiently • Flexible use of working skills • Sound communication skills able to build good working relationships with staff, students, parents • Ability to form and monitor appropriate relationships and personal boundaries with children and young people • Readiness to learn new skills • Show a high degree of professionalism in the workplace • Present a good role model to students • Driver: including ability to travel using own transportation between the various Folio site schools. (Clean driving licence preferred.) 	<ul style="list-style-type: none"> • Aware of how to deal effectively with child protection issues (<i>Training will be given above to secure necessary levels of proficiency</i>) • An understanding of the principles of Keeping Children Safe in Education 2020 and a commitment to ensuring the health, safety and wellbeing of all children. • Driver with clean licence, MIDAS training will be provided • First Aider • PASMA trained
Personal Qualities	<ul style="list-style-type: none"> • Team manager able to inspire loyalty • Ability to show initiative and undertake whatever tasks are necessary to provide excellent service • Demonstrate a positive, active and cooperative outlook • An approachable, accommodating attitude • High standards embracing honesty, integrity, loyalty and trustworthiness • Ability to be flexible, adaptable and know when to use own initiative • Able to remain calm and act sensibly under pressure • A good team player and collaborative worker • Grasp of the Folio Education Trust ethos, supportive of the drive for health and fitness among the school community 	

Application Procedure



For queries relating to the vacancy please contact atutt.319@wcgs.foliotrust.uk

Please complete the Trust's application form – available for download at <http://www.folio-education.co.uk/Current-Employment-Opportunities> and return to Paul Simpson, Estates Manager at psimpson@foliotrust.uk

In compliance with Safer Recruitment Guidelines CVs will not be accepted.

Closing date: As advertised

Interviews: As advertised, some interviews may be held before the closing date if you submit your application promptly.

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

Safer Recruitment

Folio Education Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure.

Equal Opportunities

At Folio Education Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

The Candidate Privacy Notice can be viewed on the website at:

<http://www.folio-education.co.uk/Current-Employment-Opportunities>

The schools within Folio Education Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appendix 1 FOLIO Introduction from the Chief Executive Officer



Dear Candidate,

I am delighted that you are interested in joining the Estates team at Folio Education Trust and its constituent schools.

Our Multi Academy Trust (MAT) has two secondary and two primary schools, and currently supports approximately 2500 students and 250 staff. In the next five years, we intend to double the current numbers. Our Estates team(s) will form part of a professional operation supporting current schools and within that expansion, broadening the reach of our shared services and ensuring that the service provision is something that new partners will want to join.

Over the past year this successful 4-school, cross-phase, multi-academy trust (MAT) in South London has been on an exciting journey including the building of a brand new secondary phase school in South Croydon, costing £35M and scheduled for completion during 2020.

We are committed to delivering educational provision and supporting the health and well-being of learners from Early Years through to the end of the Sixth Form, and as such require our learning environments to be fit for purpose and provide quality facilities.

If you have it in you to be entrepreneurial and use your qualifications, background and experience to contribute to Folio's aim to enhance the life chances of young people, then read on and we look forward to receiving your application.

Mr Jonathan Wilden

Chief Executive Officer
Folio Education Trust

Appendix 2 – FOLIO Trust Schools

Name & acronym	Type of school Numbers	Brief outline of the school	Description of Facilities	Numbers of staff and pupils
Wallington County Grammar School WCGS	Secondary 11-18 Grammar, Selective boys school with mixed Sixth Form	Founded in 1927, graded 'outstanding' by Ofsted in January 2017, aims to blend best of tradition with innovation. High performing school.	Mix of character Edwardian buildings, modernised and refurbished, and state of the art facilities including Physics labs and Drama studio. All set in 9 acres of parkland with sports facilities and dedicated sports hall.	132 staff (63 teachers) 1,095 students
Park Hill Junior School PHJS	Junior 7-11 South Croydon 3 form entry	Opened in 1968, now a successful, oversubscribed Junior School, rated 'Good' by Ofsted, broad range of ethnicity among pupils.	Purpose built school with sports field, multi surface games area, trim trail etc. Major refurbishment completed recently and further project to come as part of PSBP expected in 2019/2020.	56 staff (18 teachers) 366 pupils
St Peter's Primary School SPPS	Primary 4-11 South Croydon 2 form entry	Opened in 1952. Co-headship in place, curriculum based on international model. Variety of ethnic backgrounds.	Mix of original and recently added accommodation in an urban site with several hard core play areas but limited green space.	70 staff (26 teachers) 415 pupils
Coombe Wood School CWS	Secondary 11-18 Comprehensive South Croydon	Three cohorts from September 20: curriculum is underpinned by Health Related Fitness core ethos and values.	Brand new school buildings are being constructed on 75 acre parkland site opening late 2020	19-20 43 staff (23 teachers) 360 students
Folio Education Trust Central Team	Central Team	Senior team, shared services including Finance, IT, some catering and sports partnership staff	Mostly based at WCGS but many work on a flexible basis across the locations.	30 staff

There is a Central Team of Folio Trust employees, the majority of whom are currently based at WCGS but others are located across the schools and work on a hot desk arrangement. The expectation is that most staff will have a base in the final new building at Coombe Wood School towards the end of 2020.

Folio's current 'office' accommodation is in a number of offices spread through the Folio schools, including the caretaker's house at PHJS which is also used by Croydon Schools Sports Partnership, with whom we have established links and are in our employ.

The Trust was created through an academy conversion of Wallington County Grammar School and granted Single Academy Trust status in April 2011. As two primary schools were brought into the Trust in April 2017, this coincided with the change to Multi Academy Trust (MAT) status and the Trust sponsored the development of the new Free School, Coombe Wood School, which opened in temporary accommodation in September 2018. Building the £35m new building on the same site in South Croydon is underway and the expectation is that this will be ready for occupancy later during 2020.

Appendix 3

Folio Education Trust, Values and Aims

What do we believe as an organisation?

We believe in the power of collaboration and the importance of developing schools who instil ambition and the desire in every staff member and every young person to discover and achieve their personal best, overcoming any challenge they may face. The Trust is committed to the pursuit of excellence, with young people at the heart of everything we do and personal wellbeing prioritised at every stage. We believe in ourselves. We believe in each other.

Our Mission and Purpose – why do we exist?

To provide inspiring and safe places to learn, where young people are respected, their talents nurtured and where they are able to thrive. Folio Schools offer young people the best chance to lead happy, healthy lives and to be responsible, active citizens.

In Folio Schools;

Young people are healthy and happy.

Young people feel safe.

Young people have good relationships.

Young people become active and involved in school life and the wider world.

Our Vision and Goals – where will we be by 2025?

By 2025, we aim to establish a wider family of collaborative Primary and Secondary Schools supporting over 5,000 young people and 500 staff all working towards the following outcomes;

- Goal #1 - We will deliver outstanding educational standards across all Folio Schools ensuring we have the capacity to create a sustainable and collaborative model of school improvement which continually evaluates, develops and celebrates success.
- Goal #2 - We will recognise the rights of all young people ensuring that daily school life gives children the best chance to lead happy, healthy lives and the opportunity to become responsible, active citizens.
- Goal #3 - We will be an employer of choice, providing good people management, transformational leadership and opportunities for all staff to fulfil their potential. We will recognise the importance of investing in staff and focussing upon people's well-being.
- Goal #4 - We will provide a shared services model for all Folio Schools which listens, understands and anticipates the needs of the people that are being served. Through a process of identifying and mitigating risks we will deliver excellent value for money and efficient resource management.



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