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| Trinity Academy LeedsJob Description | | C:\Users\g.mitchell\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\6CE96B78.tmp |
| Job Title: | Deputy Premises Manager |  |
| Job Scale: | Scale 5 (Point 12-17) |  |

**BASIC JOB PURPOSE**

* To contribute to maintaining the buildings and amenities of the academy, arranging all necessary repairs and improvements and undertaking all necessary administration procedures
* To undertake training and have responsibility for the academy’s BMS and other premises management systems
* To deputise for the Premises Manager
* To take responsibility for the maintenance of academy premises and property

**This role will involve manual labour, including moving, lifting and repairing furniture and fittings. Full Health and Safety training will be given.**

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| **Reporting to:** Premises Manager |  |
| **Responsible for:** n/a |  |

**MAIN RESPONSIBILITIES**

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| **1** | To support the Premises Manager to maintain the buildings and amenities of the academy, arranging all necessary repairs and improvements, and ensuring that classrooms are set up correctly and available for use. |
| **2** | To lead on the operational supervision of the site team, including allocating duties, arranging work schedules, monitoring site / cleaning duties, order supplies of cleaning materials and other site materials, and identify staff training needs; in order to achieve quality work and the most effective deployment and competence of staff. |
| **3** | To lead on the operational tasks needed to recruit, motivate, supervise and train site staff; to ensure that appropriate staff are employed and are efficient and effective. |
| **4** | To support the Premises Manager to maintain and monitor Health and Safety standards, reporting any failures to comply with the academy’s statutory obligations in this area and ensure that all work on site meets Health and Safety Regulations. |
| **5** | To deputise for the Premises Manager as necessary for the purpose of Risk Assessment Representative for all trips and visits; maintain and monitor risk assessment standards, reporting any failures to comply with the academy’s statutory obligations in this area and ensure that all trips meet Risk Assessment Regulations. |
| **6** | To support the Premises Manager to manage and operate appropriate site security systems, including opening and closing at the beginning and end of the academy day, responding to call-outs, etc; in order to ensure satisfactory security arrangements. |
| **7** | To support the Premises Manager to design and draw up plans and specifications, including costs, for minor alterations to premises, specifications for maintenance work to be carried out by contractors. |
| **8** | Liaise with external partners and contractors in respect of buildings works at the academy. This includes having due regard for safety and security procedures. |
| **9** | To support the Premises Manager to design and draw up plans and specifications, including costs, for minor alterations to premises and specifications for maintenance work to be carried out by contractors. |
| **10** | To support the Premises Manager to monitor all works related to grounds maintenance; ensuring that specified standards are achieved and that contract compliance is obtained. |

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| Other specific duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school. * Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people. * To continue personal professional development as required. * Attend staff and other meetings and participate in staff training and development events as required. * To actively engage in the performance review process. * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary. * To work in the best interests of the academy, students, parents and staff. * To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety. * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role. * To work at locations across the academy Trust, as required.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |
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| **PERSON SPECIFICATION** | | |
| **Job Title: Deputy Premises Manager** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and experience** | * basic numeracy and literacy skills * caretaking or site maintenance experience * experience of supervising a team | * Health and Safety related qualifications * experience with a specified trade * GCSE Grade A-C (or equivalent) in English and Maths |
| **Knowledge and understanding** | * knowledge of cleaning systems and cleaning standards * understanding of safety and security * knowledge of Health and Safety processes and procedures | * understanding of safeguarding and child protection issues |
| **Skills and abilities** | * work as an effective team member and apply given instructions * able to apply written and verbal instructions to equipment * practical skills, such as basic maintenance, cleaning skills * able to complete log books, records, such as Health and Safety checks * able to organise, plan and complete tasks * able to work in a school environment, around children and young people * high personal standards and able to provide a role model for students and staff * seek support and advice when necessary | * willingness to develop own understanding through advice and training * think clearly in emergency situations |
| **Personal qualities** | * enjoyment in working with young people and families * an excellent record of attendance and punctuality * prioritise and manage own time effectively | * reliability, integrity and stamina * respect confidentiality |