APPLICANT PACK

PREMISES MANAGER

HARRIS GARRARD ACADEMY

Grade 7
Outer London

How To Apply

Please visit **www.harriscareers.org.uk** to apply online and submit your application. We only accept applications submitted before the closing date via our careers website. Please refer to the last page of this candidate pack and our website for guidance on applying to opportunities within the Federation.

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our **Policy Statement on the Recruitment of Ex-Offenders.**

About the Harris Federation

The founder and sponsor of the Harris Federation, Lord Harris of Peckham, opened our first school in 1990. We have, over the past thirty years, implemented ideas and initiatives that have transformed the opportunities of pupils from working class and disadvantaged backgrounds. Harris academies are widely recognised as a force for social mobility. We are immensely proud of the role that our alumni are now beginning to play in the world and of what we believe our current generation of pupils will go on to achieve.

The Harris Federation has a track record of accomplishment in achieving success through rapid school improvement and has built an unrivalled reputation for running outstanding academies. We now have over 50 schools educating more than 40,000 young people across London and Essex, and employ over 5,000 staff across our academies and head office. With the majority of our academies located in areas of high socioeconomic disadvantage, a high-quality education is key to the futures of the pupils we serve.

Our Vision

We are a pioneering education charity, and one of the leading multi-academy trusts in the country. We have built a reputation for transformative change, taking on some of the most challenging schools in London and turning them into places where every young person can access a high-quality education and have opportunities to succeed.

Our vision, from the start, has been to provide the structure and services needed for our schools to amount to more than the sum of their parts, and to free-up our teachers and leaders to focus on one thing and one thing only: the outstanding education of all their pupils. Our young people and communities are at the heart of everything we do. Our core mission has always been to close the educational gap between young people from disadvantaged backgrounds and their peers. Our ambition is one where every child in London, no matter their background, has equal access to high quality education, giving them the same opportunities and potential to succeed.

Our Values

We have exceptional teachers, support staff, and leaders that come from a wide range of backgrounds. They bring many different skills, but they all share a strong commitment to delivering an outstanding education and creating an inspiring and happy school environment. We know there are many challenges facing our young people and the communities we serve, and that's why we need determined people like you to help us tackle those inequalities.

Whilst each of our academies has their own unique cultures and values; as a whole Federation, we have four core values which are central to successfully achieving our vision: **Excellence, Collaboration, Support, and Innovation**. We are proud of our values because they guide us in how we work allowing us to achieve the best possible outcomes for our young people, communities, and colleagues. No matter what your role is, where you're based, or what your career goals are, our values act as a guide to empower you to do your best work.

What Sets Harris Apart

We are a Federation rather than a chain, and the autonomy of our Principals, and their individual academies is a key element of our success. In addition, the support structure from our central team provides a range of efficient and time-saving services to our academies, but Principals have ownership of running their schools to determine the best curriculum and other local policies to suit the context of their school, staff, and students.

Our head office based in East Croydon, provides expertise and guidance across Commercial, Governance, IT and Data, Finance, Estates, Procurement, HR and Recruitment, Sixth Form and Marketing. Harris academies are funded on the same basis as other state schools in England, but by negotiating shared contracts and services, and delivering other economies of scale, our academies save over £5m per year, all of which goes back into the education of our students.

As part of the central team we have more than 70 consultants, each a subject specialist and highly-skilled teachers who are available to our academies as a resource to use as they need. Their job is to create curriculum excellence in every subject. Our schools are able to access their full support to ensure the most effective curriculum intent, implementation, and impact.

From Our CEO

We see Harris as a system disrupter – whose purpose is to make life fairer for children in and around London. Our focus is to take on the most challenging schools and turn them into exceptional places of learning where everyone – staff and students – thrives.

We strive to deliver an excellent education to our young people so they can progress into top careers and the very best universities and apprenticeships, giving them the chance to fulfil their potential, no matter their background.

The secret of our success is that every Harris academy is different; every school has its own culture and ethos nurtured by its leadership team to suit the local community and context. However, all Harris academies are united by a determination to constantly improve and to quickly identify and share what works to ensure that every pupil is successful regardless of background.

As we grow, we are delighted to welcome new and experienced teachers, leaders, and support staff into the Federation, all of whom are crucial to our ongoing success. We encourage staff in their learning and development, our CPD is regularly described as 'outstanding', and all of us are committed to growing our expertise and sharing it with each other.

Sir Dan Moynihan
Chief Executive

Our Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Federation, you will be making a difference to young people across London and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris.

Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives. Visit our website to discover more.

Diversity and Inclusion

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our young people. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

Our work will impact many generations to come, and our staff come from all backgrounds and walks of life, coming together to inspire young minds. We promote an inclusive culture that embraces the valuable and enriching contribution that all of our community make. We continue to be proactive in uplifting and supporting all voices at Harris.

Job Purpose

- To manage the Premises Team responsible for the upkeep, care, maintenance, health and safety and facilities management of the academy, with the direction and leadership of the Estates Team and Head of Academy/Principal
- To stand in for the Estates Manager as and when required.

Main Areas of Responsibility

Leadership and Management of Premises Team

- Responsible for all people management aspects of a team of Premises Officers/the Premise Officer, in liaison with the Head of Academy/Principal; including their recruitment, performance management, training – including acquisition of skill levels regarding minor maintenance work;
- Schedule, prioritise and supervise the work of the premises staff, and any other members of staff employed, within his/her area of responsibility.

Building Maintenance

- To supervise premises staff, to ensure that their work is directed to maximise 'value for money,' ensuring high levels of productivity;
- To supervise all work completed by outside agencies on the premises and grounds, their services, fittings and equipment, ensuring any inefficiency or ineffectiveness are brought to the attention of the Estates Manager;
- To build/refurbish areas of the academy as required by the academy Leadership Group;
- To ensure academy vehicles are maintained, serviced and cleaned;
- To provide such technical and craft support to teaching staff within the capability of staff at his/her disposal;
- To regularly inspect internal and external fabric of the buildings, initiating reparation of defects and prioritising necessary repairs. Any major defects or development plans to be discussed with the Principal;
- To liaise with Estates Manager/Principal on all matters of security during the academy day and out of hours;
- To complete all tasks within his/her area of responsibility that may reasonably be requested by Estates Manager or Principal;
- To maintain, decorate and repair the academy premises where such work is within the capabilities of the premises team;
- To supervise oversight of deliveries to the site as appropriate;
- To oversee the production and delivery of a planned programme of maintenance and repair of the buildings with direction from the Estates Manager;
- To liaise with teaching staff and ensure that all facilities for teaching and learning are as high quality as possible;
- To contribute personally to repairs and maintenance alongside other staff;
- To manage community use and bookings of the premises, liaising with the Resources Director in managing bookings and ensuring that a caretaking and facilities management service is provided to customers.

Health and Safety

- To ensure that the sites and building comply with highest levels of security with regard to safeguarding before, after and during hours with direction from the Estates Manager and Head of Academy/Principal
- To ensure health and safety systems and processes that are site or buildings related are of high quality with direction from the Estates Manager and Head of Academy/Principal;
- To report to the Principal and the Health and Safety Committee on buildings and site related safety;
- To regularly inspect the condition and quality of the premises taking action to address any issues that arise;
- To manage the security and opening/closing of the building with direction from the Estates Manager and Head of Academy/Principal;
- To be responsible for security systems and the security of the academy, liaising closely with the Estates Manager and Head of Academy/Principal.

In addition to the above, the post holder may also hold the position of a Deputy Health and Safety Adviser for the academy in liaison with the Resources Director and Estates Manager:

The duties placed on the Deputy Health and Safety Adviser include:

Advice and assistance to management in:

- Investigating potential hazards at a workplace.
- Investigating complaints relating to a person's health and safety at work

Providing information on all accidents of a serious nature and of any dangerous occurrences:

- Preparing guidelines for a survey of all work area and installations.
- Considering the need to amend or amplify existing safety policy or instructions.

The proper interpretation of the practical implications of all health and safety legislation in conjunction with the Estates Manager and Resources Director:

- Maintaining central records relating to accidents or dangerous occurrences and monitor action taken.
- Dissemination of safety information to area representatives.
- Acting as an escort to HSE inspectors.
- Ensuring that appropriate safety audits are regularly undertaken and actioned.
- Promotion and maintenance of a health and safety awareness within the academy.

As Premises Manager is in situ, he/she will take direct responsibility for each of these issues, seeking advice and guidance from the Estates Manager/Resources Director as appropriate.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the academy's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

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. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Area	Essential
Qualifications, Knowledge & Training	• Relevant degree or equivalent qualification • Knowledge of Health and Safety legislation and requirements • Training in relevant Health and Safety requirements • Sound training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same). • Knowledge of the operation of heating, ventilating systems and common causes of malfunctions. • Knowledge of maintenance and security systems and procedures • Knowledge of procurement procedures for service level agreements • Knowledge of supervisory skills • Understanding of appropriate cleaning methods and standards
Experience	• Demonstrable experience of working in an inner city school or educational establishment with children and young people • Considerable general maintenance experience • Considerable experience in dealing with external contractors • Successful experience of managing a team of premises staff • Experience in obtaining best value for money when managing budgets • Experience in managing premises budgets • Experience of managing large building projects • Experience of successfully managing a variety of events • Experience in managing service level agreements ensuring good value for money
Personal Qualities	• Good communication skills • Excellent telephone manner • Ability for some heavy lifting, physical fitness appropriate to tasks required • Ability to monitor and report on structural faults/repairs • Ability to monitor and order stocks of materials • Ability to deal with emergencies occurring outside normal working hours • Ability to work as part of a team
Academy Ethos	• Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels • Motivation to work with children and young people • Ability to build & sustain professional standards, relationships & personal boundaries with young people • Emotional maturity & resilience in dealing with challenging behaviours • Ability to contribute towards creating a safe & protective environment • Empathy with the aims and objectives of Harris Federation • Willingness to continue professional development • Commitment to maintaining high standards & expectations • Commitment to contributing to academy life as a whole • Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit **www.harriscareers.org.uk**

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