



Premises Manager

Required for Immediate Start

Premises Manager – Permanent Recruitment Information Pack

Hunslet Carr Primary School
Woodhouse Hill Road, Leeds, LS10 2DN

Contents

Welcome from the Headteacher	3
About Hunslet Carr Primary School	4
Application process	5
Job Description	6 - 8
Person Specification	9 - 10

Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children of Hunslet Carr Primary School.

With around 420 pupils on our roll, we are a large primary school based in the Hunslet area of South Leeds. Over many years, through the dedication of teachers and staff we have developed an ethos where every single one of our children matters and is inspired to fulfil their potential.

The office blocks of Leeds are visible from our classrooms and it is our belief and desire that children from Hunslet Carr Primary School should be able to grow up and be successful within their own city. We want our children to aspire to be the lawyers, doctors and professionals that work in our city every day and to give them experiences to inspire their self-belief.

The key to ensuring our children succeed both while pupils at the school and in the future is having a caring, stimulating and stable environment in which to enjoy their early years. We work hard to ensure the school allows our pupils to grow in to happy, caring members of the community.

The community we serve has changed enormously in recent years and this is reflected in the diverse range of cultures and backgrounds our children represent. This diversity produces a rewarding set of challenges that make our school almost unique in the local area.

It is regularly commented by visitors that our school has a warm inviting atmosphere. Our children display excellent behaviour in the classroom enabling them to maximise their learning

In recent years enormous strides have been made to increase learning standards. The proportion of our children eligible for pupil premium is well above average and our creative teachers continue to develop forward thinking ideas ensuring our children receive the highest standard of education.

This hard work has seen results improve consistently in Key Stage 1 and our challenge now is to maintain these improvements in lower school while ensuring these standards continue in Key Stage 2.

Everybody associated with Hunslet Carr is extremely proud of what we achieve everyday together with our children and I hope that you will take the time to come and see our school and experience for yourself the warm and welcoming atmosphere that we have developed.

Good luck with your application.

Martin Lumb
Headteacher

About Hunslet Carr Primary School

Hunslet Carr is a large city primary school with 420 children on roll. The original school buildings date from 1875 and were refurbished and remodelled in 1993. We have tried to keep the character and beauty of the traditional structure while modernising the classroom environments.

We serve an area of social deprivation where 43% of pupils are eligible for free school meals and 52% receive Pupil Premium.

Teachers are determined to provide the best quality education possible. The curriculum provides pupils with many interesting opportunities to learn and encourages them to think carefully about their own lives and those of others. Pupils behave well, show enthusiasm for learning and take pride in what they are able to achieve. Pupils attend regularly because they enjoy school and feel well cared for by staff.

The school pays close attention to pupil's personal development so that they will grow into independent, sensible and responsible young people. At the heart of the school is a strong desire to do the very best for all pupils. Leaders, managers and governors are constantly looking for ways to make achievement and teaching even better. Consequently the school is continually improving.

The school enjoys support from parents and the local community as well as the governors, who are very supportive of the schools effort in raising achievement and maintaining a good standard of behaviour.

Please feel free to view the following links for more information:

<http://hunsletcarr.co.uk/>

<http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/107950>

<http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=107950>

Application Process

The closing date for all applications will be on **Tuesday, 7th May at 12 p.m.**

Shortlisting will take place on **Wednesday, 8th May**

Interviews will take place on **Monday, 13th May**

Completed applications must be returned to Hayley Stewart ideally by email to hayley.stewart@hunsletcarr.co.uk

If you think you're the person for the job, please complete the enclosed application form with a covering letter - no more than one side of A4 - and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.

Queries

Tours of the school are available, please call the school and ask to speak to Martin Lumb, Headteacher on 0113 2713804.

JOB DESCRIPTION

Hunslet Carr Primary School

Post Title	Grade	Post Ref
Premises Manager	C1 Pt 12-15	Prem Manager

Post(s) to which directly responsible

Headteacher

Post(s) for which directly responsible

None

Purpose of job

To support the school in maintaining a high standard of security, safety & general maintenance of buildings, grounds and facilities. To provide practical support in arrangements for events and to assist in maintaining the security of the school.

Duties and Responsibilities

- Undertake emergency and planned maintenance and repairs within your capability; respond effectively and maintain a log of such works.
- Undertake repairs, and general maintenance tasks as and when required.
- Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers, internal staff and services where necessary.
- Liaise with contractors and be the point of contact, ensuring all health and safety requirements are met; monitor their performance and inspect work.
- Undertake routine inspections of the site including daily, monthly, quarterly, and annual maintenance checks.
- Maintain computerised and paper records of all regular checks undertaken.
- Responsible for heating and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost saving projects.
- Partake in and document a termly risk assessment of the whole site and other risk assessments / health and safety checks.
- Be aware of the location of essential services including water, gas and power supplies. Maintain a detailed plan showing the location of these.
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.
- As the designated Fire and Security Officer, ensure all systems are regularly maintained and tested, appropriate records kept, and all related policies and procedures are reviewed and updated as necessary.
- Ensure the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of records.
- Participate in Health and Safety meetings as directed by the Headteacher.
- Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected.
- Ensure the site is kept clean and tidy in order to minimize risks to the health and safety of those using the school site.
- Relief driver for the school minibus.

Child protection

- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively
- Hunslet Carr Primary School is committed to safeguarding and promoting the welfare of its pupils and would expect you to share this commitment

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

Hunslet Carr Primary School has access by stairs and lift and is accessible by disabled persons to the ground floor.

Appointments are made subject to an enhanced Disclosure and Barring Service (DBS) disclosure.

The hours are currently 6:30 a.m. to 1:30 p.m. but these are subject to change and some flexibility is required.

Hunslet Carr Primary School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment.

We promote diversity and want a workforce that reflects the population of Leeds.

The school operates a non-smoking/vaping policy.

Economic conditions

Grade: C1 Pt12-15

All year round, 4 weeks' holiday per year

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document 1998 School Standards and Framework Act, the required standards for Q Teacher Status and other current legislation.

The post is permanent.

Prospects**Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

GCSE English and Maths grade C or above – Essential

Job Description Prepared /

Martin Lumb

Date: 20/03/2016**Reviewed by:****Job Description Approved by:**

Kevin Birkin

Date: 20/03/2016

This job description was reviewed as part of my Performance Management Review in Nov 16' and it was explained to me how my role in the school helps the school meet its vision of having children who are and have:

High Expectations, Caring, Positive Attitudes and Successful

Signed**Headteacher :****Date:****Signed****Post holder:****Date:**

Person Specification

Knowledge		How Identified
Key: App – Application Form Ref – Reference SP – Selection process		
Computer literate with a working knowledge of Microsoft Office package.	Essential	App/Ref/SP
Office systems and procedures.	Essential	App/Ref/SP
Information management systems and the associated legislation surrounding them.	Essential	App/Ref/SP
Experience and knowledge of gathering information for tenders and funding applications.	Desirable	App/Ref/SP
Experience		
Using IT systems and packages, in particular Microsoft Office.	Essential	App/Ref/SP
Working as part of a team and on own initiative. Responding to queries and simple problem solving.	Essential	SP/Ref
Setting up and maintaining manual and electronic filing systems.	Essential	SP/Ref
Diary management and appointment booking using manual and computerised systems.	Essential	SP/Ref
Practical experience of working in a busy office environment.	Essential	SP/Ref
Experience of minute taking and accurate recording of meetings.	Essential	SP
Familiarity with the issues confronting people with learning disabilities and mental health needs, gained through personal contact or experience in a similar setting.	Desirable	Ref/SP
Qualifications		
Vocational qualification in building/maintenance	Essential	SP
Previous experience in maintenance, building or ground work (maintenance)	Essential	App/SP
Variety of general maintenance skills and the willingness to undergo further training	Essential	APP/SP
Basic computer skills	Essential	APP/SP
Experience of the school environment	Desirable	APP/SP
Knowledge of Health and Safety Regulations	Essential	AAP/SP
Health and Safety qualifications	Desirable	AAP/SP
Full clean driving license	Essential	
Skills/Aptitude		
Ability to demonstrate a methodical, organised and flexible approach to work.	Essential	App/SP
Effective listening, verbal and written communication skills.	Essential	App/Ref/SP

Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships.	Essential	App/SP
Ability to plan, organise and prioritise workload to meet deadlines.	Essential	App
Professional approach.	Essential	App/SP
Ability to design and process a wide range of documents in accordance with instruction and house style, paying attention to detail.	Essential	App/Ref/SP
Respect for the autonomy and rights of service users.	Essential	App/Ref/SP
Ability to relate well colleagues, Trustees and members of the public.	Essential	App/Ref/SP
Willingness to work flexible hours when required	Essential	APP/SP
Ability to maintain a high level of confidentiality and discretion at all times.	Essential	App/Ref/SP
Personal Style and Characteristics		
A mature and professional manner.	Essential	SP
Commitment to providing a high quality of service.	Essential	Ref/SP
Professional and friendly manner.	Essential	SP
Open minded, down to earth, proactive and bright.	Essential	SP
Ability to learn quickly about the business and a willingness to learn.	Essential	App/SP
Work effectively as a team player. Ability to remain calm under pressure. Self motivated.	Essential	App/Ref/SP
A mature and professional manner.	Essential	App/Ref/SP
Commitment to providing a high quality of service.	Essential	App/Ref/SP
Professional and friendly manner.	Essential	App/Ref/SP
Pragmatic approach to problem solving	Essential	App/Ref/SP