

Premises Manager Information Pack July 2020



Sawston
Village College

Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. We welcome applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

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Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
11-16 mixed comprehensive academy, NOR: 1060
Principal: Mr J P Russell

Required as soon as possible

PREMISES MANAGER

Full Time – 37 hours a week, 52 weeks a year
Scale 6 £24,799-£26,317

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for innovation in teaching and learning, outstanding pupil behaviour and inclusive, caring values. We are listed as the sixth best school without a sixth form in the UK (The Sunday Times, 2020). A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

We are seeking a Premises Manager, following the promotion of our current Head of Operations and Premises Lead who now oversees a wider portfolio within the Anglian Learning Trust. The successful applicant will lead a cohesive and experienced team. He or she will manage operational site issues, deliver effective systems for routine maintenance and meet all statutory compliance. In doing so, this will ensure that staff and pupils can work in a safe, healthy, attractive and flourishing environment.

To find out more about the role, please download an application form and information pack from our website at www.sawstonvc.org. Applications must be submitted on the College's application form. CVs will not be accepted. Requests for flexibility in working arrangements/patterns will be considered.

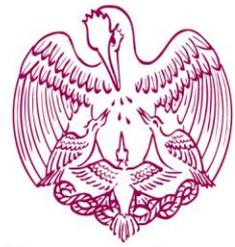
Closing date: Tuesday 1 September at 9.00 am

Interviews: Tuesday 8 September

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**Sawston
Village College**

Principal: Mr J P Russell

July 2020

Dear Applicant

Premises Manager

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus. It was the first purpose-built Village College in England and we are proud of the fact that it is still heralded as a model for community education, with over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. We are also proud to be a founding member of the Anglian Learning Trust, a family of like-minded schools serving over 5500 pupils from ages 3-19 in this region. The Trust affords us opportunities to learn from each other, prosper from outstanding leadership development and build strong professional networks to achieve ambitious objectives.

Our school's focus is the achievement and wellbeing of our 1060 pupils and in this we are performing consistently amongst the very best schools in the country. In 2019, the College achieved significantly above national averages at all levels including 62% gaining grade 5+ in English and Maths, 39% at grade 7 or above across all subjects and a progress score of +0.6. We are in the highest quintile for all measures. Academic success, of course, is only one measure and, as an Artsmark accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and ambition for the future.

This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupil to feel safe and happy. We provide outstanding pastoral care of our young people. Each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can.



We are now seeking a Premises Manager, following the promotion of our current Head of Operations and Premises Lead who now oversees a wider portfolio within the Trust. The successful applicant will lead a cohesive and experienced team. He or she will manage operational site issues, deliver effective systems for routine maintenance and meet all statutory compliance. In doing so, this will ensure that staff and pupils can work in a safe, healthy, attractive and flourishing environment.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than two pages of A4, font size 11. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College by 9.00 am on Tuesday 1 September. Please see the application instructions section of the information pack for full details. Interviews for shortlisted candidates will take place on Tuesday 8 September. If you have not heard from us three weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter.

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. On the outskirts of Cambridge, we are also fortunate to be so close to a culturally iconic city with so much to offer for families and young people. Since starting at the school 15 years ago, it has been a privilege to see the school grow in confidence and reputation, thanks to the high quality of work that the school does for its young people and the community, and through the hard work of such a dedicated group of staff and outstanding classroom practitioners. As Principal, I am looking forward to the exciting opportunities ahead and hope that you feel inspired to join us.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Mr J Russell
Principal

Job Description Premises Manager



Sawston
Village College

Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Site	Sawston Village College
Grade	Scale 6 points 19-22
Hours of work	37 hours, 52 weeks per year To be available to work 1 weekend in 4 on a rota basis if required to service lettings. A minimum of 4 weeks' notice will be provided. Occasional site team shift cover Working pattern 8 am to 4 pm Monday to Thursday, 8 am to 3.30 pm Friday, including a 30 minute unpaid lunch break each day
Responsible to	Sawston Village College Principal

Job purpose

- To work across the College, supporting the Principal and Head of Premises in the delivery of the daily Site Team operations.
- To lead and have responsibility for the Site Staff at Sawston Village College and to ensure the effective day-to-day operation of the site.
- To liaise closely with the Sawston Principal and the Head of Premises overseeing the operations of the Site Staff at Sawston Village College.
- To ensure that Sawston Village College comply with the Trust Strategy for statutory inspection and testing.
- To have overall responsibility for the management of the facilities at Sawston Village College. Working with the Head of Premises to maintain the site to the highest standard in order to provide an outstanding learning and working environment for pupils and staff, and a first class resource for the community.
- Providing outstanding leadership and management of the Sawston Village College Site Team, including the outsourced providers.
- Delivering the Maintenance Strategy across the site.
- Support the College staff dealing with general estate issues.
- Providing outstanding service to community users and outside lettings.
- Work closely with the Head of Premises delivering Capital and School funded projects.
- Work closely with the Head of Premises delivering emergency procedures and plans.

Main Duties at Sawston Village College

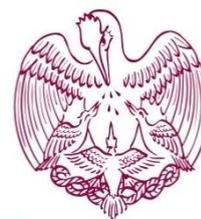
1. Support the preparation and monitoring of premises-related budgets in conjunction with the Finance Manager.
2. Oversee the effective ordering and invoicing procedures for repairs and maintenance jobs within agreed regulations. Lead the Site Team with the monitoring of quality of purchases and seek out new suppliers, where appropriate.
3. Work with the Trust Estate Team and SLT regarding the production of Premises plans, Continuity plans and Critical Incident plans, liaising with other Trust senior members of staff where appropriate
4. Support the management of any building works/capital refurbishment projects required.
5. Assist the Head Premises on all aspects of risk management and control, including supporting the office manager in maintaining the College register.
6. Assist the Finance Manager with maintaining an appropriate asset register ensuring compliance with procedures for the disposal of redundant equipment/assets.
7. Monitor quality of purchases. Ensure consumable stock is in good supply.
8. Liaise with other senior member of staff across the Trust to develop cost-effective strategies for premises management, to ensure quality is maintained and improved.
9. Ensure that the College meet all health and safety requirements and that regular review and monitoring is in place, assisted by the Site Team.
10. Assist the Head of Premises and Director of Operations in the planning, grant application and implementation of new capital programmes.
11. Oversee that adequate procedures are in place at the College (and up-to-date records are kept) to deal with the following:
 - a. Evacuations/Fire & Risk Manual/Asbestos register
 - b. Insurance/Insurance Claims
 - c. Licences, excluding IT
 - d. Inspections/Testing
 - e. Key Register
12. Oversee the arrangements for the use of premises for lettings in accordance with the Trust's Lettings Policy, in conjunction with the relevant senior leader
13. Oversee Health and Safety meetings, with support from the Head of Premises.
14. Prepare the Sawston Village College Premises Report.
15. To collaborate and work closely with other Premises teams across the Trust, ensuring that there is consistency in the management of the premises and site.
16. To oversee and advise on security.
17. Oversee the arrangements and day to day running of the following contracts.
 - a. School Meals
 - b. Grounds Maintenance
 - c. Cleaning
18. Oversight of the general Premises management of Sawston Village College Sports Centre, liaising with the Sports Centre Manager and Finance Manager, ensuring compliance with Health & Safety and other relevant legislation.

19. Lead the site staff to ensure the effective day-to-day operation of the site. Ensuring that the work of the site team maximises the security of the site, with cost-effective maintenance and effective energy management, contributing to site maintenance as necessary.
20. To work with the Principal and Adult Learning Manager to support the delivery of the Adult and Community Learning programme through venue preparedness, site security and maintenance support.
21. Manage the Fire systems and records.
22. Monitor the Asbestos Register.
23. Ensure contractors adhere to College policies and have permits to work.
24. To arrange regular maintenance and servicing of the College minibus, ensuring the MOT and Road Tax are in place as necessary.

Other Duties

- Be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person, and attend compulsory safeguarding training as a priority of your role.
- Strive to create an environment for learning that is welcoming, attractive and stimulating.
- Ensure the site team complete mandatory training and have a personal development plan.
- Any other duty commensurate with the post as directed by the Head of Premises.

Person Specification Premises Manager



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Education and qualifications	Essential	Desirable
GCSE grade C+ or equivalent in English and Maths	✓	
Educated to A Level or above		✓
Relevant facilities management related qualification		✓
Relevant health and safety qualifications		✓
Full and clean driving licence	✓	
D1 driving licence (minibus)		✓
First aid at work qualification		✓

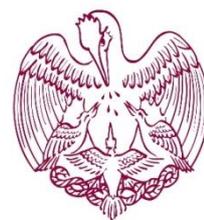
Experience and knowledge	Essential	Desirable
Experience of working in a premises management role	✓	
Experience of working in an educational environment		✓
Experience of leading a team and managing responsibilities effectively	✓	
Experience of effective project management		✓
Experience of risk management	✓	
Experience of producing reports on premises and operations	✓	
Up to date knowledge of health and safety legislation and COSHH regulations	✓	
Knowledge and relevant practical experience of building systems, e.g. heating, security, general maintenance		✓

Professional qualities	Essential	Desirable
Strong interpersonal skills and the ability to communicate effectively with a range of different people	✓	
Ability to establish professional and productive working relationships, foster trust and work well in a team	✓	
Effective organisational, prioritisation and delegation skills	✓	

Professional qualities	Essential	Desirable
Highly IT literate	✓	
Good attention to detail	✓	
Able to work under pressure, to deadlines	✓	
Discreet and committed to maintaining confidentiality	✓	
Able to lead and motivate others	✓	
Flexibility in relation to duties carried out	✓	
A commitment to own professional development and developing others	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children and young people	✓	
Dynamic, energetic and driven to achieve excellence	✓	
Confidence	✓	
Resilience	✓	
Good sense of humour		✓
Ability to remain calm in difficult situations	✓	
Excellent attendance and punctuality	✓	
A willingness to go the extra mile for the advantage of pupils, staff and community users of the College facilities	✓	
A liking and respect for young people	✓	
Appropriate professional relationships with colleagues and children	✓	

Application instructions and further information



Sawston
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How to apply

1. Complete the application form. This is available to download from our website at www.sawstonvc.org/staff-and-governors/vacancies. CVs will not be accepted.
2. Write a letter of application to the Principal, Jonathan Russell, of no more than two sides of A4. See the Letter to Applicants in this pack for details of what to include in your letter.
3. Email your completed application form and letter to Louise Milne, HR Officer, at jobs@sawstonvc.org no later than 9.00 am on Tuesday 1 September. Include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [vacancies](#) page.
6. If you have any queries about the application process please contact Louise Milne, HR Officer, at jobs@sawstonvc.org.

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).

Professional development

Sawston Village College is a member of:

- The Anglian Learning multi academy trust www.anglianlearning.org
- CASSA – the Cambridge and Suffolk Schools Alliance www.cassateaching.co.uk

