



**EGGBUCKLAND**  
COMMUNITY COLLEGE  
*Everyone can*

## **Recruitment**

**Premises Manager**

*Everyone can...  
be exceptional.*

# Dear Candidate

I am delighted that you are interested in applying for the role of Premises Manager at Eggbuckland Community College.

Eggbuckland is a wonderfully caring and positive College who put students at the centre of everything we do. We have extremely high expectations of our students and pride ourselves in our 'Everyone Can' ethos. We firmly believe that every student deserves a great education, regardless of their starting point and are committed to enabling all students to flourish academically and develop into exceptional young people.

Students are encouraged to develop a love of learning, to think for themselves and to maximise their full potential. As part of Westcountry Schools Trust, we work collaboratively within our family of schools to ensure that all students and staff have to best possible experiences and opportunities. I look forward to reading your application.

Yours faithfully

Heather Lilley



*Heather Lilley  
Principal*







# Our Mission, Vision and Values

## Our Mission

At Eggbuckland, we *will* foster:

A climate where *effort* prevails, above all else;

A curriculum which inspires *curiosity*: accessible and ambitious for all;

A community where *difference* is celebrated and *character* is shaped.

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## Our Vision

***To be recognised as a great school where students receive a great education, regardless of their starting point.***

***Graduates of Eggbuckland will have the power to understand themselves and the world around them and have the confidence to realise their ambitions; they will be exceptional.***

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## Our Values



### Tenacity

*"I have a goal and work hard to achieve it"*

*"I seek challenges to improve myself"*

*"I view setbacks as an opportunity for learning"*



### Integrity

*"I am strong and stand up for what is right"*

*"I am honest"*

*"I am guided by strong moral principles"*



### Compassion

*"I allow the voice of others to be heard"*

*"I accept people for who they are"*

*"I relish opportunities to improve the fortune of others"*



### Knowledge

*"I am committed to instilling knowledge to my long term memory"*

*"I value the link between knowledge and increasing my learning and life chances"*

*"I utilise all opportunities to increase my wider knowledge"*







# From the Trust

This is an extremely exciting time at WeST. Our Trust is currently formed of 31 schools in south Devon, Plymouth and Cornwall. However, it is highly likely that WeST will expand further in the coming year. We have made considerable investment in our school improvement capacity, and are excited about the further value we can bring and seeing the dividend of our work through even stronger outcomes.

WeST is an outward-looking, multifaceted trust that operates in partnership with the RSC Office, Teaching School Council, numerous schools, Higher Education Institutions and employers across the South West and beyond. Indeed, we are proud that within WeST there is a cohort of Teaching Schools that has been effectively supporting children beyond our own boundaries for nearly a decade.



Rob Haring CEO  
Westcountry Schools Trust

WeST is a cross-phase family of local schools that share a commitment to improving the lives of young people in our community. Collaborative working with other schools in our trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extra-curricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements. We also believe that by working together we can make our money go further and keep school funding focused on teaching and learning.

Whilst the educational landscape has changed significantly in recent years we have always kept abreast of developments and responded in a manner that ensures our children always receive a first-class education. This does not mean that we jump to the tune of the latest 'fad' or initiative, but filter through what we believe will improve and enrich the experience our students enjoy.

We have a pride in our schools, staff and children, and thrive on the constant challenge to do better. All our children are our collective responsibility.

At WeST we are committed to equality, diversity and inclusion, starting with ensuring that our recruitment process is inclusive and accessible for all.



# Trust Vision, Mission and Values

While all our schools retain their own identity, we are a united family who share a common Vision, Mission, and Values. We believe that by working collectively, we are stronger and can provide the very best education for our children.



## Vision

Every child in a great school



## Mission

Empowering children to impact positively on society



## Values

Collaboration, Aspiration,  
Integrity, Compassion



**WESTCOUNTRY**  
SCHOOLS TRUST

# Job Description

## Job title

Premises Manager

## Responsible to

Operations Manager

## Grade

Plymouth Legacy Grade E points 15—20

FTE Salary: £29,093—£31,586

## Hours

37 hours per week - All Year Round

Daily Hours 08.00—16.00 with a 30 minute unpaid break

## Responsible for

Management of College facilities

### Job Purpose

Management of the school site, provision of maintenance and security services on school premises thereby ensuring a safe working environment. Management of caretaking/cleaning support staff including the allocation and monitoring of work and performance appraisal as well as overseeing contractors on site. To embrace a positive Health and Safety culture

### Main Duties

- 1 Management of the caretaking and cleaning teams through appropriate supervision and delegation.
- 2 Responsible for the management of the day-to-day duties of the caretaking/premises team.
- 3 Assist in the strategic maintenance of Estates.
- 4 To assist Operations Manager in actioning any planned maintenance program in place.
- 5 Responsible for delivery of the security of premises and their contents; the post holder must be available for emergency call out.
- 6 Aiding where necessary in the opening/closing of the College. Ensure site is secure and alarmed correctly.
- 7 Oversee the continuous inspection of the school for damage and vandalism, making good immediately any defects and reporting to the Operations Manager.
- 8 Forward planning of work in accordance with the requirements of the weekly/termly events schedule.
- 9 Practical skills essential to include decorating, plumbing. Capable of producing work of a high standard in a number of practical skills areas.
- 10 Responsibility for control of consumable materials.
- 11 Monitoring continuously the College's compliance with the Health and Safety at Work Act.
- 12 Promoting the College's image.
- 13 The post holder must have a current, full (not provisional) driving licence.

### Duties and responsibilities

#### Security of Premises

- 1 Responsibility for ensuring alarm, fire extinguisher and emergency lighting are checked on a regular basis and recording of these checks is undertaken.
- 2 Ensure a daily visual inspection of the building for damage and break-ins is undertaken.



- 3 Liaise with the Operations Manager and in their absence the Police/Fire Brigade in cases of break-ins and fires etc.
- 4 Responsibility for safety of College site after break ins/vandalism is undertaken. Report incidence to the Operations Manager, ensuring any isolation works have been taken and appliances are made safe.
- 5 Ensure a high level of security in areas which IT or other expensive resources are kept.

### **Maintenance**

- 1 Ensure enhanced DBS's are available for all contractors who attend the College site. If no enhanced DBS is available then ensure contractors are accompanied around the site as necessary. Ensure that work is satisfactorily completed. Identify and report any repairs, maintenance and replacement that require rectification. Discuss with the Operations Manager.
- 2 Initiate orders for repair.
- 3 Liaise with staff from other departments to carry out maintenance work. (subject to the capabilities of the post holder).
- 4 Responsible for ensuring that arrangements for maintenance and minor repairs are carried out as quickly as possible.
- 5 To install, maintain or repair items as appropriate to the fabric of the building, for example (subject to the capabilities of the postholder):
  - a. Plumbing (e.g. leaking taps)
  - b. Joinery
  - c. Painting and decorating
  - d. Plastering small areas
  - e. Re-glazing at ground level
  - f. Electrical (to make safe broken fittings etc.)
  - g. Gas (to make safe leaks – isolate supply at the earliest opportunity).
- 6 To report emergencies in the case of faults with gas, electric and water supply to the Operations Manager or the Director of Estates
- 7 Responsible for the checking and replacement of faulty lights, tubes, bulbs, diffusers and starters on a regular basis. Fit or change electrical plugs if competent. Ensure that light fittings are cleaned and test their operation weekly.
- 8 Ensure any MCB's that need replacing are replaced with manufacturers recommended fuse. Ensure fuse boards are checked where a circuit has been broken. Note: electrical repairs should only be carried out with the relevant training - repairs to fuse boards are to be carried out by a qualified electrician only.
- 9 To ensure heating plant and equipment is effectively operated, making adjustment as necessary.

### **Cleaning Tasks (assisting caretaking staff as required)**

- 1 Responsible for the Cleaning team to ensure high standards of cleaning and hygiene through the College site. Monitor attendance and arrange absence cover as required.
- 2 Responsible for ensuring that caretaking equipment is clean, safe to use, and correctly stored.
- 3 Responsible for ensuring that basic maintenance of caretaking equipment in accordance with the manufacturer's instructions. Report faults to the Operations Manager.
- 4 Support caretaking staff to undertake emergency cleaning and other occasional cleaning as specified during normal hours, after ill children, floods or other incidents or additional cleaning in toilet areas.
- 5 Carry out an inspection after staff/contractors have completed their tasks. Reporting any problems to the Operations Manager, or ensure that room(s) are brought up to the required. Standard.
- 6 Responsible for organising where necessary the:
  - ◆ Cleaning and tidying of all yards, gullies and drains on a regular basis
  - ◆ Empty essential litter bins
  - ◆ Daily check for graffiti
  - ◆ Remove all litter and leaves from hard/soft ground areas related to the site and internal areas of site, ensuring all are litter free.
  - ◆ Organise the clearing of snow off main paths, steps and ramps to facilitate safe access of students and staff. Grit as necessary.

### **General Duties**

- 1 To impart special skills and knowledge to colleagues as appropriate.
- 2 To ensure/undertake portorage tasks as required including setting up and clearing away furniture and the distribution of goods delivered to the College.
- 3 Support the premises team with the setting out and putting away of any furniture and equipment for functions, and meetings.

### **Administration**

- 1 With Operations Manager ensure compliance with health and safety requirements in order to maintain a safe and healthy environment for all site users.
- 2 In consultation with the Operations Manager, order and collect goods required for the efficient completion of any caretaking or maintenance job. Ensuring the proper and efficient use of fuel, materials and equipment provided to carry out the role.
- 3 Oversee in consultation with the Operations Manager the monitoring of stock levels of items such as grit, toiletries, light bulbs/tubes and cleaning materials and ensure an order is placed when stock needs replenishing.

### **Other**

- 1 To oversee and undertake staff training as necessary. Ensuring whole school staff are in date for the relevant training e.g. Fire Marshall, First Aid, safeguarding.
- 2 To monitor mini buses. Ensuring the minibuses are kept in a clean and tidy condition, fueled and as required delivering minibuses for maintenance and repairs. To collect and deliver passengers and/or goods as required. Monitor weekly maintenance checks on the vehicle(s) (e.g. oil, tyre pressures and condition, brakes (visual), water, etc.) in accordance with the Trust's drivers' handbook.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Person Specification

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
<b>Qualifications</b>			
Level of education equivalent to 5 passes at GCSE (levels 9-4/A-C)/NVQ 2 or demonstrable relevant experience	E	✓	
Trade qualification relevant to the role	D	✓	
H&S qualifications	D	✓	
Leadership qualification or demonstrable relevant experience	E	✓	
Undertaken training including Legionella awareness, Asbestos awareness, IOSH	D	✓	
<b>Knowledge, Skills and Abilities:</b>			
Able to demonstrate good practical knowledge and experience in trade works	E	✓	
Experience of legionella, fire regs/safety	D	✓	
Demonstrable experience of managing a team	E	✓	
Previous experience of managing a large building	E	✓	
Ability to demonstrate good leadership/supervision skills	E	✓	
A team based approach to work	E	✓	
Ability to build and maintain good working relationships at all levels	E	✓	
Able to communicate effectively with staff, children, contractors and parents	E	✓	
Commitment to work flexibly to meet the business requirements	E	✓	
Have a methodical approach to problem solving	E	✓	
Ability to motivate self and others	E	✓	

## WeST Value-Based Endeavours

E/D – Essential or Desirable I – interview or other selection activity

	E/D		I
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	X		X
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	X		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	X		X
<b>Integrity:</b>			
Acting always in the interests of children and young people,	X		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X
Building and securing value from relationships, developing self and others to achieve positive outcomes	X		X





# Additional Information

Westcountry Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

## Equal Opportunities

In fulfilling its aims and objectives, Westcountry Schools Trust actively seeks to achieve equality of opportunity and treatment for all members of the school community.

We will continuously strive to ensure that everyone is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability. The school works actively to promote equality and foster positive attitudes. WeST is committed to combatting all forms of discrimination by implementing positive policies and practices in compliance with the Equality Act 2010.

## Procedures

All appointments are subject to pre-employment checks. That means:

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our Child Protection Policy & Safeguarding Policy is available at: <https://www.westst.org.uk/attachments/download.asp?file=2101&type=pdf>
- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc. in line with the Asylum and Immigration Act 1996
- Original documents relating to all the qualifications you have listed on your application form must be supplied
- Your employment history will be thoroughly examined and clarification will be sought where there are gaps or other discrepancies arising from information provided either by you as the candidate or your referee
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and these references will be requested before the interview. References should cover the last 3-5 years' work history, as a minimum
- An online search of shortlisted candidates will be conducted in accordance with Part Three 'Safer Recruitment' of Keeping Children Safe in Education statutory guidance.
- The identity of referees and information relating to disclosures will be verified
- You will be required to provide details of any relevant unspent or spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986
- An enhanced Disclosure and Barring Service (DBS) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children. Applicants will be challenged where inconsistencies exist. Please be aware that a firm offer of appointment will only be made after receipt and verification of all satisfactory checks. Westcountry Schools Trust will carry out these checks and should you fail these checks, our offer of employment will be withdrawn.







