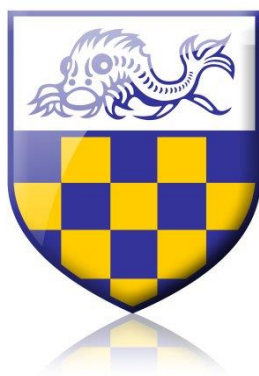


**Longhill High School  
Rottingdean  
Brighton**



**Information Pack 2018**

**Premises Manager**



# Longhill High School

Falmer Road  
Rottingdean  
Brighton  
East Sussex  
BN2 7FR  
Phone 01273 304086  
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January 2018

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.Longhill.org.uk](http://www.Longhill.org.uk)

Our recent Ofsted Inspection Report (2016) has confirmed that Longhill is moving in the right direction, citing that 'there is much expertise within the teaching staff which generates enthusiasm for learning in many pupils'. Longhill is a truly comprehensive school, with a lively and committed staff that are united in their determination to make it a great school in which all our present and future students can fulfil their potential.

Your commitment and enthusiasm towards the Longhill ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet each of the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk). Please return your application by e-mail to: [personnel@longhill.org.uk](mailto:personnel@longhill.org.uk) or by post for the attention of Ali Carter, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

**Miss K Williams**  
**Headteacher**



**Brighton & Hove**

## **JOB DESCRIPTION**

**Job Title:** Premises Manager (Facilities Support Level E)

**Reports To:** School Business Manager

**Department:** Children, Families & Schools

**Section:** Schools

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### **PURPOSE OF JOB**

To work under the direction of the Headteacher or nominated member of senior staff, to provide **a comprehensive service ensuring that school buildings, facilities, and site services are operated to specific standards in line with Health & Safety procedures.**

- **Management** responsibilities
- Serious problems will be dealt **with by the job holder with the support of Headteacher, Governors & LEA**
- All duties will be carried out within recognised procedures
- There will be a need to interpret information and to resolve a range of differing problems
- First point of contact for **a range of contractors and visitors** to the school

***Please note:** All schools are organised differently. The range of activities required may be different in each school. This Job Description gives an overview of the level of work the postholder will be required to carry out, and examples of activities they may be required to undertake at this level.*

### **PRINCIPAL ACCOUNTABILITIES**

- To *promote* and *ensure* cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
- To *ensure* all aspects of cleaning within the school and on site are completed appropriately in line with Health & Safety guidelines
- To *ensure* the school grounds are constantly in order and subordinates or contractors carry out the required gardening appropriately, maintaining a safe and presentable environment for pupils, staff and visitors.
- To *monitor*, order and take delivery of appropriate supplies and equipment to *ensure* stock levels are adequate and ordered within an agreed budget.

- To control stock and raise appropriate orders for stock and supplies of cleaning/maintenance equipment in liaison with financial personnel, within an agreed budget.
- To perform minor repairs such as plumbing, basic electric's (i.e. plugs, light bulbs, fuses) carpentry to keep the school in a safe state and to help control major expenditure in the future.
- To inspect school equipment as specified, and to carry out basic maintenance to school buildings, this may include decorating, carpentry, basic plumbing, and minor repairs such as faulty plugs, fuses, light bulbs, and refurbishment projects such as erecting shelves, partitions, work surfaces as directed within capabilities.
- To *ensure* heating and hot water supply plant operated in accordance with agreed policy instructions and carry out frost precaution procedures.
- To *ensure* all meters are read and recorded appropriately as required, provide assistance with energy conservation procedures. To ensure heating and hot water supply plant is operated in accordance with agreed policy instructions and that frost precaution procedures are carried out when required.
- To work with the Headteacher to train and retain new cleaning staff, and to *assist* with the recruitment of new staff including shortlisting and interviews, in order to *ensure* an effective workforce can carry out the service required.
- To move furniture as required. There is no provision for the task to include the wholesale placement and removal of chairs on a daily basis, however chairs may need to be arranged on occasion as required.
- To maintain the school minibuses, carrying out weekly safest checks such as oil, tyres, lights, seatbelts. Liasing with local garages when required to *ensure* the vehicles are serviced regularly and that MOT's are carried out annually ensuring the legality and safety of all concerned.
- To *monitor* fuel levels, order fresh supplies as necessary and keep a record of the same.
- Take such measures as appropriate to protect the school and its contents.
- To comply with regulations relating to security and confidentiality.
- To be 'on-call' in the event of an emergency during school closure times. (although a member of staff should not be expected to attend an emergency on site alone) and to contact the appropriate services in the event of an emergency such as fire, flood, break-in, vandalism and accident.
- To be a main key holder for the school premises, responsible for both the *routine* and emergency opening and closing of school grounds, activating alarm system if required to safeguard the school and its assets.

- To *ensure* access is provided to cleaning/contractors' staff within approved times.
- **To perform risk assessments and continuously *monitor* the School grounds** to *ensure* that Health & Safety standards are maintained.
- To *supervise* cleaning staff or *monitor* cleaning contracts staff, and record cleaning standards to *ensure* the requirements are maintained and that the school is a clean and pleasant environment.
- **To *manage* and organise a team of Facilities Support staff; motivating and supporting them to *deliver* an efficient service for the school**
- **To *manage* and control an agreed budget for facilities within the school under the direction of the Headteacher.**
- First point of contact for **a range of contractors and visitors** to the school
- To liaise on a daily basis with the Headteacher or nominated person to discuss any areas of concern and to decide on the order of work required to be carried out by the postholder or contractors.
- To carry out activities relating to the up keep and maintenance of an on-site swimming pool if applicable:
  - To operate and maintain heating and filtration systems
  - To test water and add chemicals to maintain water in good condition
  - To ensure that Health and Safety standards are strictly adhered to
  - To clean pool, surrounds and changing rooms.
- To liaise with outside contractors to obtain quotes, check workmanship, and to *ensure* the work they carry out is to the satisfaction of the Headteacher.
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

## PERSON SPECIFICATION

**POST TITLE:**        **Resource Support Level E**

**SECTION:**         **Schools**

### ESSENTIAL CRITERIA

**Job Related  
Education and  
Qualifications and  
Knowledge**

- NVQ **Level 4** or comparable relevant experience
- *Excellent* working knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electric's (such as plugs, fuses & light bulbs)
- **An extensive knowledge and clear** understanding of Health & Safety regulations in schools including COSHH guidelines

**Experience**

- **Minimum of five years experience** of Facilities Support work at a level C or level D
- Experience of organising or dealing with supervision of a range of maintenance and janitorial duties
- **Minimum of two years experience of staff management**
- Experience of **managing** a budget

**Skills/Abilities**

- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items
- The ability to work flexible hours
- **Excellent** verbal communication skills
- **Excellent** numeracy & literacy skills
- **Excellent** organisational skills
- The ability to prioritise own workload
- The ability to work unsupervised
- The ability to *manage* others
- Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school

**Other Requirements**

- Willingness to undertake necessary tasks of an unpleasant nature
- An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations
- Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role
- The post holder may be required to attend and successfully complete the 4day Pool Plant operator course if appropriate

**Equalities**

To be able to demonstrate a commitment to the

principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

### **The Premises Team**

The Premises Staff operate on a weekly rotational shift system between the hours of 6.30 am to 9.45 pm (9.15 pm Friday); there is an absolute requirement for flexibility. This means that you will be required to change your shift pattern to cover periods of absence or holidays, sometimes at short notice.

The shifts covered are; 6.30 am to 2.30 pm (start 7am Friday) - 11.00 am to 7.00 pm (6.30 pm Friday) - 1.45 pm to 9.45 pm (9.15 pm Friday)

The team is made up of a Premises Manager and two premises assistants. In addition there are 9 cleaners that are supervised by the Premises Manager and his/her two assistants.

Longhill High School serves areas of east Brighton. The school site is set in a semi-rural setting to the east of Brighton that borders the South Downs National park.

The Premises Managers post comes with accommodation. The Premises Manager will be expected to live on site.





## **Brighton & Hove**

### **SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION**

#### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

#### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

#### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 29231