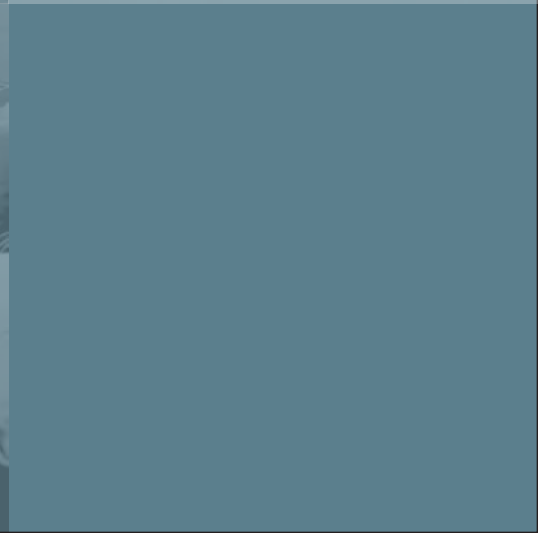



Regional Premises Manager (Medway Hub) Recruitment Pack

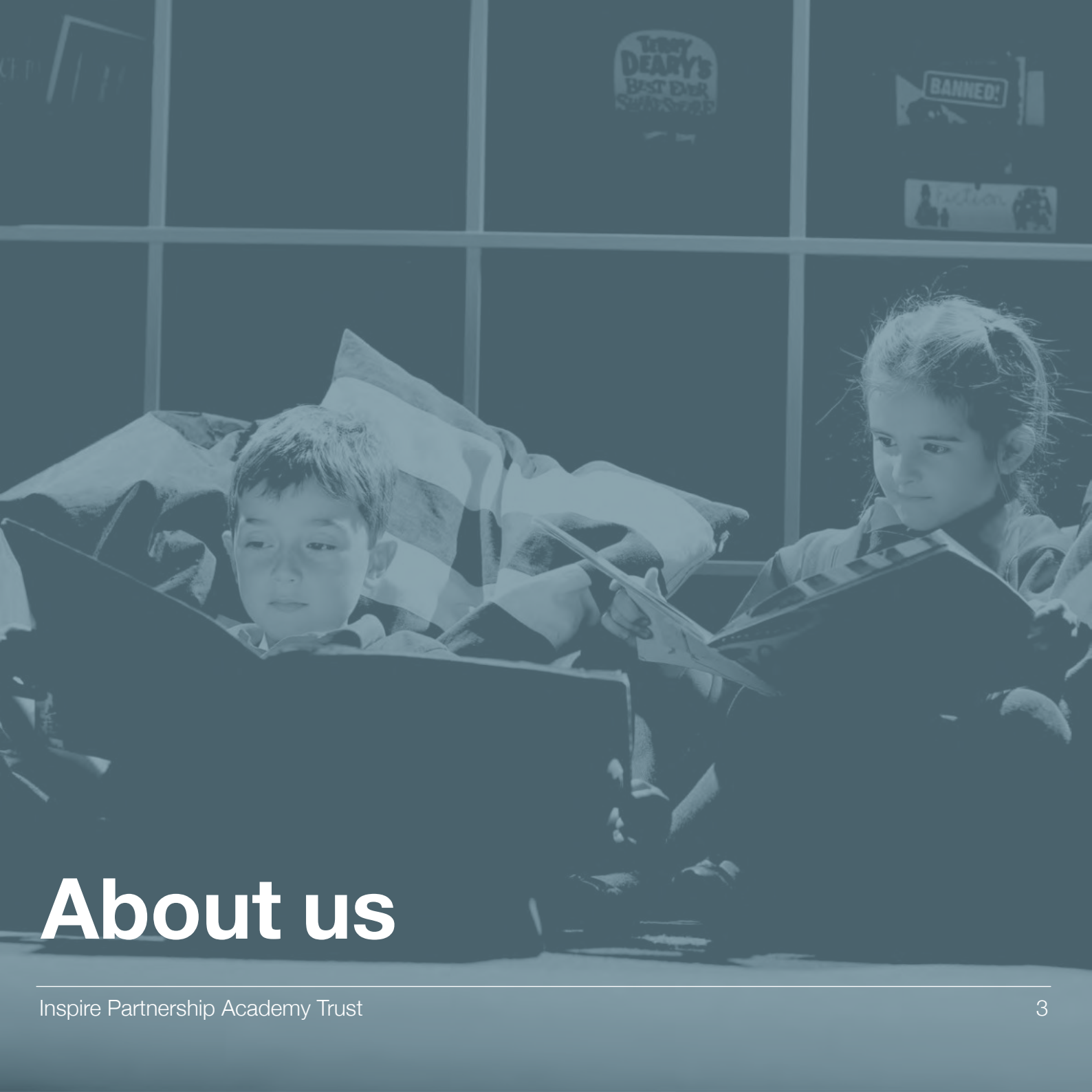


A photograph of two children, a young boy on the left and a young girl on the right, both smiling and looking down at a tablet computer. The image is overlaid with a semi-transparent dark blue filter. The text "Transforming children's lives through partnership and collaboration." is written in white, bold, sans-serif font across the middle of the image.

**Transforming children's
lives through partnership
and collaboration.**

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About us

About us

We are an ambitious multi academy trust of nine primary schools situated in Greenwich, Medway and Croydon serving diverse and aspirant communities of learners.

There are many teaching jobs out there but what sets us apart is the opportunity to work at the cutting edge of educational thinking and practice. Regardless of your role, you will have the chance to develop your knowledge with access to the best training and development opportunities at each stage of your career, take part in ground breaking research projects and be actively encouraged to work collaboratively with some of the most talented and innovative colleagues, both at a local and national level.

We are extremely proud of our curriculum model, which ensures pupils develop core knowledge and skills leading to high quality learning outcomes, as well as developing pupils' confidence to make a difference in the world. We believe the fundamental goal of a world class education is to ensure students make a meaningful contribution within their community and beyond. For this reason, our curriculum links to Oxfam's global citizenship and the United Nations sustainable development goals.

We will always seek to celebrate our pupils' achievements through stunning visual displays and these are a defining feature of our schools. Please do come to our open evening on 14 January to see for yourself.

We offer a dynamic and supportive working environment. Our core terms and conditions of employment are in line with other local schools and we recognise national and local agreements relating to the fair and equitable management of school staff.

Find us on:

Twitter: @InspireSELondon

Website: www.inspirepartnership.co.uk

LinkedIn: www.linkedin.com/company/inspire-partnership-trust

A young girl with dark hair in a ponytail, wearing a dark jacket with a light floral pattern, is captured mid-jump. She has a joyful expression with her mouth open and eyes looking upwards. Numerous light-colored leaves or petals are suspended in the air around her, creating a sense of movement and happiness. The background is a soft-focus outdoor setting with trees and foliage. The entire image has a blue-grey color overlay.

Our Mission & Working at The Inspire Partnership

Our Mission

Our mission to transform children's lives through partnership and collaboration comes from a desire to create a coalition for change in all of our schools, building a legacy where pupils are able to fulfil their true potential as learners.

At the Trust's inception, we recognised each of our founding schools required an alternative approach to improvement which focused more on relationships, connectedness and inter-disciplinary approaches to learning. This is why collaboration is central to our mission. It binds schools together as communities, reminding us that we exist in the People Age. The emphasis on transformation exists because our schools have all required rapid systemic improvement in practice.

Partnership and collaboration apply both to how students learn best but also how school communities become stronger. For example, when children are taught how to work together collaboratively, success is measured through interaction, engagement and relationships.

Working at the Inspire Partnership

The Inspire Partnership is committed to offering its staff career-defining opportunities backed by a competitive package of employee benefits.

We always want to attract high-quality candidates who can identify with our Partnership Values:

Collaboration matters
Excellence in everything
Community first
Equity for everyone
Continuous **growth**

Our core terms and conditions of employment are in line with other local schools and we recognise national and local agreements relating to the fair and equitable management of school staff. What sets us apart is the opportunity for you to work at the cutting edge of educational thinking and practice.

Working at the Inspire Partnership Continued.

Regardless of your role, you will have the chance to develop your knowledge with access to the best training and development opportunities at each stage of your career, take part in ground breaking research projects and be actively encouraged to work collaboratively with some of the most talented and innovative colleagues, both at a local and national level.

At the Inspire Partnership we are extremely proud of our curriculum model, which ensures pupils develop core knowledge and skills leading to high quality learning outcomes, as well as developing pupils' confidence to make a difference in the world. We believe the fundamental goal of a world class education is to ensure students make a meaningful contribution within their community and beyond. For this reason, our curriculum links to Oxfam's global citizenship and the United Nations sustainable development goals.

We will always seek to celebrate our pupils' achievements through stunning visual displays and these are a defining feature of our schools. Please do arrange a visit to see for yourself.

Terms & Conditions

We recognise the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book'). We also recognise the framework for teachers pay set out annually in the School Teachers' Pay and Conditions Document. We recognise the support staff terms and conditions that are set out by the National Joint Council for Local Government Services National Agreement on Pay and Conditions (the 'Green Book')

Pay & Pensions

You will be paid monthly into your nominated bank account and you will be able to access your payslips on line. You will be automatically enrolled into either the Teachers' Pension Scheme or the Local Government Pension Scheme through our admitted body status. Both schemes offer an attractive range of benefits.

Continuous Service

We recognise continuous service in line with the Redundancy Payments (Continuity of Employment in Local Government etc.) Order 1999.

Help & support in the workplace

We are looking for staff who want to make a real commitment to the partnership and what it stands for, but we also know that there will be time when you need a little extra support. Therefore, we have a range of family friendly policies and services in place like employee assistance programmes and occupational health to give you the help you need when you need it.

Continuing Professional Development

We believe that the best results come from learning and working together and those joining the partnership will be encouraged and supported to fully integrate CPD into their working routine, whether this is through attending one of our in-house training courses, participating or leading a research project or having the time to plan and learn with colleagues from across the partnership.

Inspire Partnership Hub

We have recently launched an online employee communication and rewards platform for all staff. The Hub will give you access to the latest internal news, information and developments as well as offering generous discounts from a wide range of high street and internet retailers.



An introduction to the role

Position: Regional Premises Manager (Medway Hub) Salary: £30,451 to £38,890 per annum

The Inspire Partnership is a successful and thriving education Trust proud to serve diverse communities in Medway, Croydon and Greenwich. Our aim is to offer a life changing education to children, working in collaboration to transform the lives of the children and communities we serve.

Our core values of Collaboration, Excellence, Friendship, Resilience, Respect and Responsibility, define the way we care for, enrich and teach every child.

What sets us apart from others is the opportunity to work at the forefront of educational thinking and practice, supported by excellent training and development and opportunities to take part in groundbreaking research projects and collaborative work with talented and innovative colleagues, both at a local and national level.

This is a new role, created as part of our growth plans. The role is an exciting opportunity for someone to make a real impact on our Medway school environments. We are looking for an individual with a proven track record of premises management preferably across a number of sites. As a member of the Medway Hub Premises team, the Regional Premises Manager is accountable for taking the lead on compliance matters, with particular emphasis on Health and Safety across all our Medway schools.

Working closely with the Headteachers you will be expected to ensure the provision of an efficient and effective premises management service. You will be supported by school-based premises assistants and officers; however, you will need to balance a flexible 'can-do' approach with the determination and organisational skills required to ensure consistent regulatory compliance across three very different sites.

This role offers a fantastic career opportunity for the successful candidate to collaborate with colleagues across the Trust as you develop the premises function. You will also contribute to the strategic vision and direction not only of the Medway Schools, but the Trust as a whole whilst you participate in and, on occasion lead initiatives focused on supporting school development in other schools as part of the Inspire Partnership ethos of supporting excellent education for all.

Further information about our Trust is available at: <https://www.inspirepartnership.co.uk> or to find out more about this opportunity, please contact Mrs Melissa Carpenter, Trust Education Leader at mcarpenter@inspirepartnership.co.uk.

Visits to our schools are welcome. To arrange a visit please contact Siobhan Lindsey, Regional Business Manager, 01634 294817.

Closing date for applications: Friday 4th March 2022 at 5pm
Interview date: Thursday 10th March 2022

The Inspire Partnership Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. The Inspire Partnership is an equal opportunities employer and welcomes applications from men and women of all ages from any background and from candidates with disabilities.

Regional Premises Manager **Job Description**

Job Title: Regional Premises Manager
Salary: £30,451 to £38,890 per annum
Location: Medway
Working pattern: Full-Time and Permanent

Purpose of the role

The Regional Premises Manager is accountable for leading the school premises staff and for taking responsibility for ensuring the schools are a well maintained, safe and clean environment and are fully compliant with school premises Health and Safety requirements.

Key Responsibilities

- Lead the regional premises team including recruitment, training, and performance monitoring of the team to ensure the highest standards of maintenance and support services utilising skills across the schools where appropriate
- Monitor the performance of premises related contracts such as cleaning, catering and maintenance.
- Take a lead on health and safety management as outlined in more detail in the Health and Safety section below.
- Assisted by the Head of Asset Management and Regional Finance Manager, lead the procurement and supervision of all planned building and/or refurbishment works, ensuring that all procurement falls in line with the Inspire procurement policy and procedures.
- Working with the Regional Finance Manager, regularly review the provision of premises related goods, services, and utilities to ensure these remain appropriate to the needs of each school.
- Act as a champion on environmental policies ensuring that each school is at the forefront of best practice.
- Ensure that where there are building management systems, these are running effectively/efficiently and optimised for the conditions and energy efficiency.
- Ensure that the Parago asset management system (or equivalent) is fully utilised by the schools to ensure statutory, H&S and fire compliance and that the system is updated with all relevant documentation.
- Keep up to date with the latest legislation and guidance in facilities related matters and ensure team members are given access to training.
- Be the lead contact with any school professional property and health and safety advisors.
- To assist in the management of capital schemes across the Hub.
- Ensure appropriate arrangements are in place for managing lettings.
- Ensure the schools have adequate security arrangements in place and act as a key holder where required.

Health and Safety Compliance and Maintenance

- Ensure compliance with all relevant statutory regulations and recognised best practice across the region.

- Responsible for maintaining the premises in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and of first aid and emergency equipment; the safe storage of any potentially harmful materials and that there is appropriate and effective signposting.
- Review the outcomes of annual health and safety and fire safety audits across all school premises and complete required follow up actions in a timely manner.
- Conduct and maintain the log of regular health and safety checks and ensure they are always conducted with the required regularity. E.g., fire alarm tests, fire drills, legionella checks.
- Lead schools on health and safety matters, investigating accident and incident reports, ensure system compliance and undertake routine and ad-hoc inspections and audits of related systems and processes.
- Work with the schools to ensure that any premises related health and safety training is regularly completed by all staff and records held to confirm. Assist with delivery of training where requested and considered appropriate.

Procurement and Compliance

- Work with the Central Team to procure estates maintenance contracts that ensure best value and the highest levels of service.
- Assist with development of, and implement service specifications and standards for facilities related services e.g. cleaning.
- Monitor the contract management of the cleaning services to ensure that each school is kept clean and hygienic to a high standard in accordance with the contracts and report any failures to the contractors.
- Ensure that any plant and equipment is accessible for insurance inspection as required and that inspections are carried out to maintain term and conditions for insurance.
- Ensure that contractors are engaged in line with the policy on managing contractors including ensuring that method statements and risk assessments are requested, evaluated, and monitored for all works carried out by contractors on site.

Person Specification

Qualifications and Training

- Qualified to GCSE level or equivalent
- Health and safety qualification i.e. IOSH, NEBOSH
- Right to work in the UK.

Knowledge and Experience

- Three or more years' experience in Facilities Management or related field.
- Computer literate, with experience of data handling IT systems (including Microsoft Project, Excel, PowerPoint and diary management using Microsoft Outlook).

Personal qualities

- Drive and enthusiasm for delivering a quality support service that consistently produces positive and demonstrable impact.
- Ability to make sound judgements and assess potential problems at both strategic and operational level.
- Professional integrity and resilience.
- Able to manage conflicting priorities and achieve stretching objectives.
- Experience of working in partnership and collaboration; able to work effectively with a broad range of stakeholders and partners.

Values

- Personal vision is aligned with Inspires high aspirations and expectations of self and others.
- Genuine passion and a belief in the potential of every pupil.
- Motivation to continually improve standards and achieve excellence.

Other

- This post is subject to an Enhanced Disclosure and Barring Service check

Our Safeguarding Statement for Safer Recruitment

The Inspire Partnership Academy Trust is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable:

- References
- Occupational Health pre-employment screening
- DBS check
- Barred list check
- Section 128 check
- Overseas criminal records check
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role
- Confirmation of registration with applicable registered body where applicable

All our roles involve working with children and we will therefore take up references prior to interview. You should provide details of referees including your current and previous employers, covering the last 5 years. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

Recruitment of Ex-Offenders

If you are successful at interview then we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) and we administer this process. Most of our roles will also require a Barred List check. We will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

Interview

We ensure that anyone making appointment decisions has the necessary information, guidance and support to identify and assess the relevance and circumstances of any offences. If you are invited for interview then we shall assess issues relation to safeguarding and promoting the welfare of children and young people including:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

Appointment

If you are offered the post, we shall ask for evidence of:

- your identity;
- your right to work in the UK: and,
- your qualifications (including any relevant professional registration).

We shall also check:

- whether you are on the Children's Barred List (formerly List 99).
- that you are medically fit to undertake the role.

All job offers will be condition on the satisfactory completion of pre-employment checks.

False Information

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

Our Schools

Greenwich

Foxfield Primary School

Sandbach Place,
Woolwich, London,
SE18 7EX

Headteachers: Megan Minnett
and Tatum Sharp
Telephone: 020 3260 7500

Find out more:
www.foxfield.org.uk

Woodhill Primary School

Woodhill,
London,
SE18 5JE

Headteacher: Aimi Vdovin
Telephone: 020 8854 5055

Find out more:
www.woodhillschool.co.uk

Rockliffe Manor Primary School

Bassant Road,
Plumstead, London,
SE18 2NP

Associate Headteacher: Nancy Cook
Telephone: 0208 854 4785

Find out more:
www.rockliffemanor.co.uk

Medway

Delce Academy

The Tideway,
Rochester
ME1 2NJ

Headteachers: Kate Taylor
Telephone: 01634 845242

Find out more:
www.delceacademy.co.uk

Maundene Primary School

Swallow Rise,
Walderslade, Chatham,
ME5 7QB

Associate Headteacher: Jo Capes
Telephone: 01634 864721

Find out more:
www.maundene.medway.sch.uk

Elaine Primary School

Elaine Avenue,
Rochester, Kent,
ME2 2YN

Headteacher: Dean Brewer
Telephone: 01634 294817

Find out more:
www.elaine.medway.sch.uk

Croydon

West Thornton Primary School

Rosecourt Road
Croydon
CR0 3BS

Headteachers: Alex New
Telephone: 020 8684 3497

Find out more:
www.westthornton.croydon.sch.uk

Forest Academy

Bridle Way
Croydon
CR8 8HQ

Headteacher: Abigail Oldfield
Telephone: 020 8777 2808

Find out more:
www.forestacademy.org.uk

Woodside Primary School

Morland Road
Croydon
CR0 6NF

Headteacher: Claudia Fleary-Tayabali
Telephone: 020 8654 5333

Find out more:
www.woodside.croydon.sch.uk

Find out more:

Call: 020 7993 3601

E-mail: info@inspirepartnership.co.uk

Website: www.inspirepartnership.co.uk

Twitter: @IPAT_Edu

