

# **PREMISES AND H&S MANAGER**

CANDIDATE INFORMATION PACK

## Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to James Calvert Spence College, a 9-19 through school that welcome students from Y5 through to Sixth Form. We're a relatively small, friendly school that is in the heart of its community, spread across two sites in Amble, on the beautiful Northumberland coastline.

Years 5 to 7 are taught on our lower school site, and, unlike many primary schools, we have fully equipped and dedicated science laboratories, an enviable Design Technology workshop, Food kitchen, Art studio, ICT suite and PE facilities that our students take advantage of to enhance their learning.

Years 8 to 13 are taught on the upper school site and take advantage of a fabulous array of facilities including an art, fashion and DT suite; PE facilities including generous playing fields, tennis courts, a running track, dance studio, sports hall and climbing wall; and well-equipped classrooms and science laboratories.

We have high aspirations for all of our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE and A-Level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

JCSC has improved considerably over the last few years with excellent A-level results and rapidly rising GCSE outcomes. In 2019 [the last year of exams before covid] we celebrated our best ever set of GCSE results – a key measure that had improved each year for three consecutive years. In that same year, our A-level results were up there with the very best in Northumberland and we were the highest performing school in the county for the highly academic measure of AAB+ with at least two facilitating subjects.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students. It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the posts then please contact Amy Crawley, Business Manager on 01665 710636.

Yours faithfully

A handwritten signature in dark ink, appearing to read "Neil Rodgers".

NEIL RODGERS

Executive Headteacher

## Our vision and values

Our vision and values are simple: we navigate, we illuminate and we shelter.

### HOW WE NAVIGATE

We trust and empower our staff to make the right decisions. We all know what we are accountable for, and we stick to the rules. We don't seek to blame, but to learn. We are fair and ethical, gaining the respect of others through acting with integrity. We work at pace, but collaboratively, building effective relationships. We promote simplicity, innovation and learning to get the best results.

### HOW WE ILLUMINATE

We exceed people's expectations with our can-do attitude. We encourage and listen to others' views, needs and suggestions. We are imaginative about better ways of delivering services and work together to achieve the best results. We exhibit and encourage a sense of pride in the achievement of our personal, team and organisational goals.

### HOW WE SHELTER

We provide clarity of expectation of behaviours and how these behaviours create a positive, open and honest environment. We support the diversity of teams and trust others to fulfil their responsibilities. We build and maintain relationships with each other, students, parents and the wider community and encourage others to do the same.

### AIMS

We firmly believe in the potential of every single student and that everyone is capable of achieving great things. We want our students to leave us well qualified, well rounded and confident. Students will be ready to go out into the world and make the most of every opportunity. This is reflected in our vision and values and is demonstrated in the way we work with our young people.

We aim to:

- Deliver excellence in teaching and learning
- Challenge and inspire students to achieve academic success
- Provide students with excellent facilities, experiences and an overall stimulating learning environment
- Commit to the all – round development of every student
- Help students to acquire the social skills, knowledge and understanding needed for future success
- Provide dedicated and supportive pastoral care
- Work in partnership with the local community.

## Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Learning and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.

## **Premises and Health & Safety Manager**

Permanent, 37 hours per week, Full Year

Band 6: £25,482 to £28,296 per annum

### **We Navigate. We Illuminate. We Shelter**

James Calvert Spence College seek to appoint a Premises and H&S Manager to join our team of support staff to undertake the responsibility of premises management for our school, ensuring compliance with all current legislation relating to Health and Safety.

The successful candidate will manage two sites, including overseeing general maintenance along with emergency and planned works, external contracts and contractors and ensure that all facilities meet and exceed Health and Safety regulatory requirements.

Above all, you will be able to demonstrate the ability to prioritise an extremely busy schedule and deal effectively with internal and external stakeholders including students and staff. A good working knowledge of Health and Safety management is essential, as is effective team management or supervision experience.

Further information about this vacancy and our school can be found in the candidate information pack. Visits to the school are welcomed and encouraged. Please contact Amy Crawley, Business Manager on 01665 710636 to make an appointment.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Further information about all of our current vacancies is available at [www.jcsc.co.uk](http://www.jcsc.co.uk).

Interested in applying? Completed forms must be emailed to Linda Gordon [lgordon01@jcsc.co.uk](mailto:lgordon01@jcsc.co.uk). The closing date for applications is noon on Monday 12th July and interviews will take place later that week.

## JOB DESCRIPTION

<b>Post Title: Premises and Health and Safety Manager</b>	<b>Director/Service/Sector:</b> Schools	<b>Office Use</b>
<b>Band:</b> Band 6	<b>Workplace:</b> James Calvert Spence College	JSCS 1387
<b>Responsible to:</b> Business Manager	<b>Date:</b> February 2018	<b>Manager Level:</b>
<b>Responsible for:</b> Grounds warden, Caretakers, Cleaners		
<b>Job Purpose:</b> Responsible for the planning, operation and monitoring of Health & Safety and premises services across the school. Responsible for budget monitoring and evaluation of key budgets.		
<b>Resources</b>	Staff	Supervision of a number of staff including recruitment, appraisal & training
Finance	Money Handling and Income Generation, Managing and Evaluating Budgets and Procurement Protocols.	
Physical	Office Equipment, School Buildings and Security, Accuracy and Security of Databases	
Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Contractors, Visitors, Members of the Public, Local Authority and Government Agencies)	
<b>Duties and key result areas: Carried out in accordance with the requirements of the Business Manager and EHT, these include but are not restricted to:</b>		
<b>Health &amp; Safety Management</b> 1. Support the Business Manager with the overall management of Health & Safety. 2. Act as the School Safety Co-ordinator including: day-to-day co-ordination of Health & Safety at both sites; planning, implementation and monitoring of Health & Safety processes and systems; liaison with all staff with Health & Safety co-ordination roles; undertaking site walks in conjunction with the Business Manager; liaison with the Council’s Health & Safety Team for specialist advice; supporting an effective Health & Safety culture amongst pupils and staff; providing a Health & Safety induction for all new staff. 3. Act as the Fire Co-ordinator with responsibility for devising and coordinating fire drills, maintaining records in the Fire Logbook and ensuring appropriate fire precautions and systems are in place. Also, ensure compliance under the Regulatory Reform Order (RRO) 2005 and that Fire Risk Assessments are completed for the sites. 4. Act as the Accident and Incident Co-ordinator ensuring all accidents, incidents and near misses are reported and recorded accurately under local and statutory procedures, are appropriately investigated and remedial actions/revised risk assessments put in place. 5. Act as the Manual Handling Co-ordinator including undertaking on-the-spot assessments and completing written risk assessments for activities which involve a significant risk of injury, providing advice and guidance to others as necessary. 6. Undertake pupil and staff risk assessments and develop personal emergency evacuation plans, including those for students and staff with special educational needs or disabilities, to ensure their safety and well-being, providing advice to staff on any changes to the environment, working practices etc. Act as the Risk Assessment Coordinator for the school.		

7. Work collaboratively with all staff responsible for Health & Safety management/co-ordination across the school to support the Business Manager to achieve an effective approach to safety management including attending meetings of the Health & Safety Management Team and liaising with the link governor for Health & Safety as required.

## **Premises Management**

1. Line manage all support staff within the Premises team, including recruitment, induction, appraisal, training and mentoring.
2. Develop and monitor efficient procedures and management information systems to ensure the effective provision of premises.
3. Deploy resources to ensure whole school needs are met and the Senior Leadership Team has adequate support.
4. Identify the need for, select and manage physical resources, including management of the revenue budget for repairs and maintenance, equipment and consumables and make recommendations regarding the effective use of the Devolved Formula Capital (DFC) budget.
5. Manage contractors on site for repairs, maintenance and new capitals work and arrange supervision whilst on site, including completion of N1 forms for capital works, HSC1 forms and hot work permits. Consultation with external officers and the link governor when necessary.
6. Manage procurement of relevant goods and services including for repairs and maintenance and capital works in consultation with the Business Manager.
7. Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies.
8. Be responsible for the provision of specialist advice and guidance to SLT/Governing Body etc. on national and local guidelines/policy/statute etc.
9. Interpret matters of policy/procedure/statute to ensure the schools' compliance and initiate appropriate action arising.
10. Develop work specifications and monitor and evaluate service contracts including any Property SLA's.
11. Be responsible for the management of all statutory maintenance across the two sites.
12. Be responsible for the management of facilities, including use of premises by school and community e.g. community groups, major building works and projects etc.
13. Be responsible for the management of expenditure from the premises budgets in consultation with the Business Manager.
14. Ensure effective Health & Safety within caretaking and cleaning services, by implementing required arrangements for risk assessment, fire procedures, COSHH etc.
15. Contribute to reports for Governing Body and relevant Committee meetings.
16. To monitor the amount of gas, electricity, biomass fuel and water consumed, ensuring that effective use of energy conservation measures are in operation.
17. Be responsible for the security of the property.
18. Use the school minibus or hired vans to transport furniture, equipment and deliveries between sites and from other locations
19. Perform the general duties of a premises/site manager including:
  - Undertake portorage tasks when required
  - Set out and put away tables and chairs whenever necessary
  - Receive deliveries and distribute parcels.
  - Ensure the general tidiness of the school
  - Move equipment and miscellaneous item about the sites

## General Responsibilities

1. Be aware of and comply with policies and procedures relating to relating to safeguarding of children/vulnerable adults, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the development and implementation of the overall ethos/work/aims of the school.
4. Develop constructive relationships and communicate with other agencies/professionals.
5. Participate in training and other learning activities and performance development as required.
6. Recognise own strengths and areas of expertise and use these to advise and support others.
7. To undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post.

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

## Work Arrangements.

Transport requirements:	Ability to travel between sites, using own transport at times.
Working patterns:	Required to use own transport to attend meetings both within and out-with the County.
Working conditions:	Usually office hours 8.30am-4.30pm but need to also work varied hours within school opening hours as necessary.
	Mainly office-based but with time spent outdoors. Involves access to roof spaces, confined areas, boiler house, areas with dangerous chemicals etc.



## PERSON SPECIFICATION

<b>Post Title: Premises and Health &amp; Safety Manager</b>	<b>Director/Service/Sector:</b> James Calvert Spence College	<b>Ref:</b> JCSC 1387
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
QCF Level 4 or equivalent qualification in a relevant discipline or significant equivalent experience and “off-the-job” training Good numeracy and literacy skills (QCF level 2 or above e.g. GCSE English and Maths at Grade C or above) Knowledge of financial procedures including income and expenditure and principles of budget monitoring. Health & Safety qualification e.g. NEBOSH or at Tech IOSH level, or evidence of working towards Knowledge of Health & Safety legislation, policies and procedures.	Degree or equivalent in a relevant discipline Member of IOSH and evidence of ongoing CPD National Pool Management Qualification or equivalent Knowledge of school premises standards, facilities management protocols and site management regulations	(a), (c), (i)
<b>Experience</b>		
Working in a multi-disciplinary business environment at a supervisory/managerial level. Experience of working in one or more of the following disciplines: Health & Safety, site management, facilities management. Experience of working with other agencies and professionals. Experience of formulating and implementing policy and procedures. Experience of business planning and working within budget constraints	Experience of training others in Health & Safety Experience of site management and supporting the management of capital projects. Working in an educational establishment at managerial level. Experience of managing budgets. Experience of the procurement of goods for repairs, maintenance and capital works. Experience of advising on education visits.	(a), (i)
<b>Skills and competencies</b>		
Ability to motivate and influence others Excellent ICT skills and ability to develop effective systems and procedures High level of interpersonal skills, particularly: <ul style="list-style-type: none"> <li>• Negotiation skills in dealing with external contractors on capital projects and organising repairs and maintenance</li> <li>• Customer care skills in dealing with community learning users and premises hirers</li> <li>• Listening skills</li> <li>• Writing skills</li> </ul>	Experience of ICT packages used in schools and ability to operate them with confidence e.g. SIMS, Oracle, Word, Excel Knowledge of electrics, plumbing or structural works and willingness to undertake repairs	(a), (i)

Ability to plan events over an annual programme Ability to relate to both adults and children Ability to self-evaluate learning needs and actively seek out learning Ability to deal with a high volume of interruptions with many conflicting priorities including emergency situations that may threaten the safety of self and others.		
<b>Other</b>		
Willingness to participate in personal development	Evidence of learning beyond the work place	(i)