

JOB DESCRIPTION

Title of Post:	Multi-Site Compliance & Premises Manager
Grade:	NPS Band 4 within the range 19-28
Hours:	37 hours per week full time
Responsible to:	Compliance & Operations Director
Liaison with:	School Staff and External Community
Place of work:	The role covers four schools: The Ongar Academy, Ongar Primary School, High Ongar Primary School and Chipping Ongar Primary School.
Job Purpose:	<ul style="list-style-type: none"> To ensure regulations, policies and guidelines are adhered to. Documentation is compliant and efficiently filed with remedial works actioned in a timely manner and within budgets. To work as part of a team and line manage existing site and cleaning staff to ensure the smooth running of each school.

DUTIES

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.

REGULATIONS

- To ensure all sites have in-depth risk assessments which are reviewed annually or sooner if there is a significant change.
- Keep up to date with legislation and statutory guidelines set by government and other regulatory bodies, provide guidance to all staff.
- Develop programs and practices with implementation and monitoring thereby ensuring each site is compliant in safeguarding, health and safety and premises practices (this list is not exhaustive).

PROJECTS & MAINTENANCE

- To oversee maintenance schedules and evaluate reports, liaising with Compliance and Operations Director on remedial action required.
- Oversee or where required participate with In-house repairs or renovations to each site which are not beyond the scope and capability of the postholder.
- Liaise with contractors for projects or maintenance ensuring documentation is compliant and safe operations have been agreed and adhered to.

DOCUMENTATION

- Ensure all site documentation is compliant and filed efficiently.
- Produce an overall compliance report termly for each site.

SAFETY

- To be responsible for ensuring appropriate checks are completed and relevant action taken to ensure sites are safe.
- Complete, monitor and audit practices and maintain all records to certify compliance.
- Conduct Health and Safety termly site inspections and report findings documenting any action taken or to be taken.
- Ensure staff are appropriately trained to complete tasks assigned within Site and Cleaning roles.
- Be risk aware and manage risk on each site.

TIME MANAGEMENT

- Liaise between Headteacher for each site, cleaners and site staff to ensure smooth operational running.
- Line manage site staff and cleaners in accordance with Bridge Academy Trust protocols.

CLEANING

- Oversee daily cleaning, conducting spot checks of each site, report findings and rectify issues.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.

SECURITY & SUPERVISION

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds.
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

FINANCE

- Liaise with individual Headteachers and Compliance & Operations Director regarding costs and commitments for each site.
- Manage repairs and maintenance budgets for each site, including placing orders.
- Liaise with suppliers to find value for money for contracts or supplies.

ADDITIONAL RESPONSIBILITIES

- It will be a necessary requirement of this post that the Multi Site Compliance and Premises Manager will carry a mobile phone when on duty and cover for sickness of site staff, if required.



GENERAL

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Local Governing Committee.

The duties may be varied by the Headteacher and/or Local Governing Committee to meet changed circumstances in a manner compatible with the post held.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

It is a requirement to:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy



MULTI-SITE COMPLIANCE & PREMISES MANAGER SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security
	Knowledge of relevant policies and procedures	Health & Safety Legislation and guidelines Knowledge of First Aid
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks Able to use Excel, Word and Outlook
	Driving Licence	Driving licence is essential as you will be required to use your own vehicle to travel between schools
Communication	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the schools within the Trust
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make an distinctive contribution to the work of the work a team
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

