



TKAT JOB DESCRIPTION

Job Title:	Regional Premises Manager
Reporting To:	Regional Business Partner
Primary Objectives:	To support the effective site provision both strategic and practical in each school and ensure that compliance for building, grounds and H&S are met whilst promoting the TKAT family values. Enhancing the school's aesthetic qualities to encourage children to attend school in their home away from home while showcasing an uplifting educational environment.
Location:	The TKAT Essex primaries, with a possibility of some hybrid work.
Key Internal Relationships:	<ul style="list-style-type: none"> ● Headteacher at all schools/academies including the Director of Education, ● TKAT Estates and Operations teams, ● All stakeholders
About us:	<ul style="list-style-type: none"> ● TKAT (The Kemnal Academies Trust) is one of the largest Multi-Academy Trusts in the South of England with over 45 Primary and Secondary Academies in the TKAT Family. ● Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all. ● Our pupils are at the heart of everything we do, and we strive to inspire learners and change lives through great teaching, leadership and learning for all. ● The TKAT Values are: <ul style="list-style-type: none"> ○ Passion ○ Collaboration ○ Integrity ○ Delivery
Key Responsibilities:	<ul style="list-style-type: none"> ● To monitor the work of all contractors on each site with particular emphasis on cleaning contracts. The caretakers in each school are responsible for the day-to-day management. Working with each school on a schedule of works to be undertaken for school deep cleans.

- Where appropriate, to manage and monitor local works contractors on site on behalf of the schools/academy and/or Trust, as required.
- Act as key holder across all schools/academies with the Regional Caretakers/site staff in each school/academy being responsible for site security.
- Should a callout be beyond the capabilities of the Regional Caretaker/site staff to respond to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s) / fire alarm(s).
- Liaise with employees of TKAT, Local Education Authority as appropriate, workers and contractors and, where appropriate in consultation with the Headteacher / Deputy /Assistant Headteachers and Director of Education on any queries relating to premises.
- Ensure the site staff in each school have arrangements in place for inspections of all ancillary equipment making sure all compliance checks are met.
- To identify and prioritise maintenance requirements and organise work programmes in liaison with the school Caretakers, Regional Business Partner, TKAT Estates and Headteachers.
- Drawing up specifications, for small works to be undertaken by contractors. Thereafter obtaining estimates for the cost of works.
- Arranging for small works to be undertaken and monitoring the progress of projects involving outside contractors, ensuring appropriate RAMS are received and approved prior to work commencing.
- For capital works in excess of £5k submit the appropriate requests for authorisation and/or funding to Primary Business Partner/TKAT Center and ensure that the required supporting information is provided.
- Ensuring that all caretaking equipment is in a safe and working condition.
- Keeping a PPE register for all assigned sites and checking PPE provision and condition on a regular basis.
- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the Schools/Academies (in relation to premises and caretaking/cleaning issues).
- Act as the Health and Safety Compliance Officer for each school, including the roles of Legionella Manager and Asbestos Manager (where asbestos is present on the site).

- To provide cover support for schools/academies when there is absence or prolonged absence of Regional Caretaker/Site staff.
- To provide assistance to the Regional Caretaker/site staff when there are two people required to complete a task or more generally to offer practical support.
- Ensure safe fire evacuation procedures, lockdown procedures are in place for each school/academy and that termly evacuation drills are carried out.
- Ensure business continuity plans (BCP) are in place for each school/academy and that a yearly test is carried out.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development, and training opportunities in discussion with the Regional Caretakers in each school/academy.
- Promote the inclusion and acceptance of all staff and pupils, including those with special educational needs, ensuring access to facilities and their content through appropriate clarification, explanations and resources.
- To understand and apply schools and TKAT policies in relation to health, safety and welfare ensuring the implementation thereof.
- The duties may be varied by the Regional Business Partner to meet changed circumstances in a manner compatible with the post held. To any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Ensure each school maintains and is compliant with all procedures on 'Every' or any future monitoring tool implemented by TKAT management team.
- Ensure that relevant schools are compliant with statutory and Policy duties, documentation and reporting/recording requirements.
- Report directly on service activities to TKAT Head of Estates and Head of Health, Safety and Environment, as required, and propose appropriate and proportionate improvements to meet existing and future requirements
- To actively seek out and make efficiency savings and or reductions to the relevant running costs.
- Contribute to maintaining and establishing 'value for money' strategies for delivering the management services.
- Contribute to the development of the annual FM and H&S budget allocation for the properties.
- Maintain budget goals by monitoring and reporting FM and H&S spending against the

	<p>approved budget, and working with senior management to provide effective and adequate financial provision.</p> <ul style="list-style-type: none"> ● Plan, organise and where appropriate provide training for facilities staff to provide the highest standard of service possible ● Perform regular toolbox talks to facilities staff, providing ongoing information and refresher training. ● Hold regular meetings with Regional Business Partner and Headteachers, Trust management, customers (schools) and facilities staff to maintain a healthy and effective working environment and discuss satisfaction and communication.
<p>Qualifications</p>	<ul style="list-style-type: none"> ● Trained in Health & Safety, PAT testing, working at heights, manual handling Etc. ● Level 2 NVQ in Literacy and Numeracy or GCSE Grade C equivalent ● Awareness of Control of Substances Hazardous to Health (COSHH) ● Intermediate knowledge of ICT with an emphasis on on-site management and compliance
<p>Skills & Experience</p>	<ul style="list-style-type: none"> ● Previous experience of working within a premises role in a school or public building ● Experience of cleaning in a work environment ● Proven experience in carrying out maintenance in a school or similar organisation ● Understanding of Data Protection and confidentiality ● Ability to work in an organised manner and use initiative ● Ability to solve problems and find solutions, demonstrates methodical and logical approach, pays meticulous attention to detail ● Delivery focussed – can work to deadlines as required and drives performance ● Maintains focus under pressure, even when confronted with multiple priorities. ● Takes a school-focused view. ● Problem-solving skills, able to independently find solutions, but knows when to escalate issues. ● Builds confidence with colleagues and schools by taking ownership and demonstrating an understanding of issues, and providing prompt resolution where possible.
<p>Personal qualities</p>	<ul style="list-style-type: none"> ● Is approachable and adept at working with all stakeholders and prioritises building high quality relationships ● Behaves consistently with the Trust's values in their interactions with internal and external stakeholders. ● Treats people with respect and in a fair and consistent way ● Recognises when colleagues are under pressure and volunteers to assist them where possible ● Works within teams and across boundaries to share knowledge and achieve results ● Identifies and builds relationships required to achieve the best outcomes for the team

	<ul style="list-style-type: none">● Generously shares their time, knowledge, expertise and talent to support others' success● Creates opportunities to enhance the experience of the customers through their daily tasks● Maintains focus and drive to achieve quality outcomes● Focuses their time and efforts on issues that will have the greatest impact on agreed objectives● Anticipates responses and plans their approach accordingly● Has a high regard for safeguarding both of pupils and staff at all times● Is inclusive and considerate of a diversity of needs across the schools
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