



# Premises Manager

**Full time 37 hours a week all year round**

**Permanent role starting 1 August 2025**

## **Our School**

I hope that the information below will help to give you a good understanding of the school and our values, and that you can see yourself continuing to contribute to our continued success post PFI contract.

Cardinal Heenan Catholic High School is a very successful 11-16 school in Leeds. We are heavily oversubscribed in applications each year demonstrating our reputation in the wider community. Our students come from across Leeds, attracting a diverse range of socio-economic backgrounds – we are proud to be a truly comprehensive Catholic school. At Cardinal Heenan we have a strong focus on the personal development of all our students and encourage in everyone a desire to achieve to their full potential in all areas of school life - spiritual, academic, creative, physical and emotional. Whilst valuing and achieving academic excellence through strong academic, vocational and extra-curricular programmes, it is equally important to us that students are able to develop into well-rounded, happy, capable, tolerant, compassionate people who recognise their self-worth and strive to be the best person that they can be and are proud of the school community and environment.

We have an incredible staff team at Cardinal Heenan and colleagues at every level are encouraged to develop their own practice and experience. We are fully committed to developing staff and provide every opportunity for appropriate and effective CPD. You will be joining a school that has a happy, friendly and committed staff, where each member of staff is supported and encouraged to develop professionally. We have excellent links with our local schools and work well together to support the education of the young people in Leeds. We have strong links with the Catholic schools and Academies, colleges and university in Leeds and have a commitment to develop collaborative working through such networks, including building relationships with other site teams to share best practice. Our school is a happy and enjoyable place to work. Colleagues at all levels are supportive and our students are wonderful.

This opportunity comes at an exciting time for the school as the PFI contract ends. It is our chance to implement systems, structures and facilities to enhance the building and learning environment and make a real difference to the future education of the young people that we serve. We are lucky to have a fantastic team of specialist teachers and support staff, with a range of experience, who all share an absolute commitment to providing the best possible learning experiences for our children. All our teaching staff have their own specialist teaching rooms which are well looked after and maintained. We are looking for a new member of our team, who is a specialist in this area, who has a love for their work and a desire to inspire and connect with the team. Flexibility, adaptability and a “can do attitude”, combined with excellent communication and organisation skills will help to move the school forward post PFI and ensure that our school continues to be a setting to be proud of.

I hope that the details in this pack give you a brief insight into our school community as I understand how stressful this situation can be. We want to make the transition as easy as possible and welcome you into the wider school community as a member of our team. If you require further details of what our school offers or personal questions about the role, please contact Angela Fieldhouse ([afe@cardinalheenancatholic.com](mailto:afe@cardinalheenancatholic.com)) to make an appointment with me.

Thank you once again for taking the time to read this pack.

Mr D Kelly

Headteacher

## **Premises Manager**

**Full time 37 Hours per week, all year round, flexible hours.**

**Permanent starting 1 August 2025**

**Scale: PO3 - Point 32- £41,511 – £44,711**

Our school is a happy school, where relationships are positive, respect is prevalent, and expectations are high. We challenge all members of our school community to “be kind, try your best and follow the rules” – our students are our greatest asset and never fail to inspire and impress staff and visitors. Staff have high expectations of all students, whatever their starting point; students have the drive and ambition to meet these expectations. Our GCSE results in 2024 were once again amongst the highest in Leeds and we were ranked in the top fifty 11-16 schools in the country in the Sunday Times League Tables, testament to the way that our students and staff have worked together to create a positive, ambitious and caring learning environment.

Governors are seeking to appoint an ambitious, enthusiastic and highly motivated Premises Manager to join our high achieving school and continue to ensure that our site is well managed and resourced to meet the needs of the children and staff in our care. You will be leading our highly successful site team who work collaboratively to deliver the best possible service for our students and will work closely with the Senior Leadership of the school to plan, resource and maintain our facilities.

In return for your hard work, we offer a rewarding and exciting environment where students are keen to learn, and staff are valued and cared for. We enjoy positive working relationships both within the school day and socially. Our support staff are all eligible to join the West Yorkshire Pension Fund and you will maintain your continuous service record. You will be given outstanding support and guidance through regular line management meetings and meetings with the Senior Leadership Team and will be provided with relevant CPD and developmental opportunities.

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| <b>Postholder</b>                                 | Premises Manager   |
| <b>Line Manager</b>                               | TBC  |
| <b>Responsible for</b>                            | Premises Officer   |
| <b>Salary/Scale of Post</b>                       | Full Time Role — 37 per week—all year round. Flexible hours.<br>PO3 – Points 32 - 35 - £41,511 - £44,711   |
| <b>Purpose of Post</b>                            | <ul style="list-style-type: none"> <li>To be responsible for long and short term planning, implementation and high-quality delivery in relation to facilities management, Health and Safety protocols, and premises related aspects of the school and its local environment and all associated financial aspects.</li> <li>To line manage the school site team.</li> <li>To take a leading / supportive role in connection with risk assessments for all aspects in the school.</li> <li>To assist with the project management of any building related project work.</li> </ul>  |
| <b>Description of Duties and Responsibilities</b> | <p><b>General Management</b></p> <ul style="list-style-type: none"> <li>Manage all premises related matters and ensure appropriate records are maintained and updated.</li> <li>To keep the Headteacher fully informed about all areas of responsibility and manage all issues that arise in relation to this role.</li> <li>To be a key holder.</li> </ul> <p><b>Security of Premises &amp; Contents, including Staff and Students</b></p> <p>Premises staff are expected to carry out all security procedures and checks for the entire site and contents, including locking and unlocking, operating security alarms, maintaining fire alarms and equipment and acting as a keyholder outside of normal working hours as required.</p> <p>Premises staff will also assist with site supervision during whole school events.</p> <p><b>Resource Management</b></p> <ul style="list-style-type: none"> <li>To ensure that appropriate stock levels of consumable resources are maintained. To repair or recycle equipment wherever possible or recommend and order new furniture and equipment when necessary. Ensuring that the asset register is maintained.</li> </ul> <p><b>Personnel Management</b></p> <ul style="list-style-type: none"> <li>To be the line manager for the school's site staff, managing their working and holiday hours according to the needs of the school, ensuring delivery of tasks set and best value for the school.</li> <li>To seek ways to develop your team and to utilise their skills appropriately.</li> </ul> |

- Monitor the effectiveness of maintenance and grounds contracts.
- To assist in the recruitment of future site staff at the school.
- To support the induction process of new site staff.
- To participate in the school's performance management process and to undertake reviews for those line managed.
- To liaise with the school HR provider in all site staff HR requirements.

#### **STRATEGIC MAINTENANCE**

- Contribute to the strategic planning and development of the school site, in conjunction with the School Leadership Team and be proactive in identifying the most appropriate and effective solution to the developing facility needs of the School.
- Contribute to the management of all site-related projects: from initial concept, through design and specification, to implementation and hand-over to the school.
- Manage the costs of site-based projects to both budget and specification.

#### **SITE MAINTENANCE**

Responsible for maintaining the school site in a good state of repair and appearance, including all buildings and facilities, roads and pathways, grounds and gardens.

#### **Principal Tasks**

- Ensure that there is a planned preventative maintenance programme in place at the School, which is adhered to.
- Undertake emergency and planned maintenance and repairs; respond effectively and maintain documentation of such works at the school.
- Advise the Headteacher in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact.
- Manage all School contractors, ensuring that all Health and Safety requirements are met; monitor their performance and inspection of completed work.
- Undertake routine inspections of the school site including periodic maintenance checks.
- Depending on skills and experience, undertake maintenance / repair work as required. (additional training can be provided).
- Maintain computerised record of all regular checks and works undertaken.
- Responsible for heating and lighting systems throughout the school site.
- Arrange to remedy any problems and to participate in cost saving projects for the school.
- Attend termly Premises Review Meetings with the Headteacher and Governing Body.
- Management of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these in-line with building OMs.

- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.
- Assist in the identification and selection of support service providers which provide value for money for the school
- Monitoring quality and service level agreements in relation to the role and identify any concerns in a timely, pro-active way.
- Assume overall responsibility for monitoring the use of energy usage by the School.
- To lead School site staff in accordance with their job description.

## **HEALTH AND SAFETY**

### **Principal Tasks**

- Arrange annual compliance inspections, documentation and associated maintenance schedules.
- Commit to the growth and maintenance of a positive risk management culture at the school, assisting staff where necessary.
- To ensure all duties carried out by site staff are carried out according to the school's Health and Safety policies, undertaking risk assessments where appropriate.
- To ensure the school buildings and external areas are maintained to ensure good Health and Safety practices.
- To be pro-active in reducing the potential for Health and Safety issues arising,
- To respond to all instances where Health and Safety issues are raised or noticed and where possible make safe / isolate.
- To successfully complete the IOSH Managing Safety course.
- To be aware of (and contribute to the leadership of) the school's emergency response procedures.

## **FIRE AND SECURITY (Including invacuation and lock down procedures)**

### **Principal Tasks**

In partnership with the Health and Safety Manager ensure that:

- All buildings are locked and unlocked at appropriate times (including daily opening and closing), setting and disarming of alarm and CCTV systems.
- Traffic is monitored on site including adherence to school rules and regularly assess and review traffic and parking policy to ensure optimal safety.
- Ensure internal security procedures are adhered to, reporting any issues to the Headteacher.
- Regular inspections to all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with appropriate staff.
- Provide safe access to the site and buildings in the event of poor weather, minor floods and similar emergency situations.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board.

- Ensure effective lettings take place, ensuring clients are briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure.

#### **EVENTS AND LETTINGS**

Contribute to the School's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site and to participate in developing community opportunities.

#### **Principal Tasks**

- To ensure that premises staff positively always promote the school when dealing with the public.
- To organise a portering service as required.
- To drive the School minibus where necessary.
- To organise the cleaning and maintenance of the School minibuses.

#### **PORTERING**

To manage the provision of a daily portering service and furniture moving as required to ensure supplies are in place and school activities can proceed as expected.

#### **Principal Tasks**

- Ensure the efficient storage and transfer of goods and materials delivered to the school to appropriate locations around the School site.
- Assist with assembly of goods received where necessary and report any defects.

#### **CLEANING AND WELFARE**

#### **Principal Tasks**

- Main point of contact for cleaning standards, either in house or contractors.
- Ensure high standards are maintained, operatives efficiently employed and value for money achieved.
- Manage refuse and recycling procedures, ensuring the team complete at least half termly cleaning of all bins to keep hygienic and deter pests and rodents.
- Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds.
- Carry out emergency cleaning as required.
- Monitor supplies of cleaning materials, personal hygiene products and sundry items, working with Site Team and cleaning team to ensure effective replenishment.
- Clear snow and ice (etc.) as appropriate including treatment of footpaths, car parks, playgrounds with salt and ensure sufficient materials are available when the conditions demand.

## **General**

- Support, encourage and contribute to the school's Mission Statement and ethos.
- To attend meetings with the Headteacher and Governing Body when necessary to report on a range of aspects as applicable,
- The post-holder must carry out his or her duties with full regard to the school's policies and procedures e.g. Health and Safety, finance, audit, confidentiality, GDPR, safeguarding, equal opportunities etc.
- The post-holder will participate fully in the school's performance management process.
- A commitment to safeguarding and promoting the well-being of all students, in line with school policy and national guidelines.
- Abide by all school policies and procedures.
- Support the school's Catholic ethos.
- The post-holder will perform any other duties and responsibilities within the range of the salary grade.

## **ADDITIONAL RESPONSIBILITIES**

- To ensure that any issues identified as falling under the remit of the Premises Manager role are satisfactorily resolved whether they are strictly a premises related matter or not.
- To keep abreast of developments in the Facilities Management field and identify possible areas where there is scope to improve systems and procedures.
- To develop self within the post, undertaking training as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the School.
- To undertake specific tasks as identified by the Headteacher as and when required.
- The post-holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- All staff are entitled to complete additional paid duties if they wish.

## **Relationships**

The postholder will be required to work flexibly to deliver an efficient service.

There will be regular contact with students, colleagues, other members of staff, line managers and internal and external shareholders / service providers.

## **Training**

The school encourages training both "in-house" and external to meet the needs of the individual and of the service.