



## Job Description

### Premises Manager

Fulham School

<b>Line Manager/Reporting into:</b>	UK Business Manager
<b>Contract Type:</b>	Permanent
<b>Working Hours:</b>	Full Time
<b>Start Date:</b>	September 2022
<b>Closing Date for Applications:</b>	Wednesday 10 <sup>th</sup> August 2022

Fulham School are seeking to appoint an experienced and pro-active Premises Manager to lead our Facilities Team across all three sites.

### OUR SCHOOL

Every pupil at Fulham School can enjoy an outstanding education coupled with a family atmosphere, full of fun and consideration, where they are supported and encouraged to reach their full potential. We're known for the extremely strong secondary school preparation we provide our pupils, whether they stay with us or move on to another school.

Pupils receive the highest quality of education without the stress at Fulham.

At Fulham School we have two goals that drive all we do:

- To encourage the development of creative, problem-solving individuals with tenacity, kindness and secure self-worth.
- To provide the most distinctive, forward-thinking and outward-looking co-educational environment, where diverse abilities are recognised, celebrated and given fullest expression.

What makes Fulham School unique is the way we set about achieving these goals. Most schools share the best of intentions. We seek to put them into practice in new and innovative ways. Through our dedication and love of teaching, we offer a varied curriculum to ensure every pupil can achieve success.

Explore our website to learn more about our philosophy and how this is put into practise in each area of our school, from our Outstanding Ofsted rated Pre-Prep to Prep and Senior School. If you have any questions or would like to learn more, please get in touch. We would love to hear from you.

<https://www.fulham.school/>

## “Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire pupils to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each pupil, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain pupils by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

## WHY APPLY

### “Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

## WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- School's pension scheme;
- Staff at Fulham School may be eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- Free delicious lunch each day;
- Our campuses are located in the heart of Fulham and well-connected to public transport routes.

## HOW TO APPLY

An application/information pack can be downloaded from <https://www.fulham.school/> or TES. Alternatively, for further details please contact [vacancies@fulham.school](mailto:vacancies@fulham.school)

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

### SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our pupils' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

### VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

### EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

## ROLE SUMMARY & JOB PURPOSE

The Premises Manager is responsible for managing the day-to-day operational aspects of Fulham School and will support the UK Business Manager accordingly.

## ROLE RESPONSIBILITIES

### Main duties:

- To be responsible for the line management of the Premises team, including relevant delegation of activities from the task list
- Manage the annual leave of the Premises team, ensuring appropriate cover at all times, including school holidays and after school events
- Ensure the safe maintenance and operation of all school premises, to include opening and closing procedures
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and ground maintenance
- Ensure contractors follow instructions and requests; monitor quality of work by contractors
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Work with the UK Business Manager to control the annual building and maintenance OPEX budget
- Work with the UK Business Manager to ensure CAPEX projects delivered within agreed budgets and timelines
- Work with the UK Business Manager to ensure ancillary services, e.g., catering and cleaning are monitored and managed effectively
- Ensure school vehicle fleet meets all statutory requirements
- Act as the school's Health & Safety Co-Ordinator and Fire Officer
- Plan, instigate and maintain records of fire practices and alarm tests
- Ensure all sites adhere to all statutory Health & Safety requirements
- Ensure that Fire Log, Asbestos Log and Legionella Log are kept up to date
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring, and reporting of health and safety issues to the UK Business Manager and Leadership Team
- Ensure the maximum level of security consistent with the ethos of the school
- Carry out general day to day caretaking duties, which may include duties and minibus driving as required. Physical work including general maintenance will be required
- Carry out all other reasonable and related tasks that may be delegated by the UK Business Manager from time to time.

### General Responsibilities

- Always upholding Fulham School's Child Protection and Safeguarding Policy
- Always adhering to Fulham School's Code of Conduct; maintaining high professional standards of attendance, punctuality, appearance and conduct
- Adhering to all school policies and procedures
- Maintaining positive, courteous relations with pupils, parents and colleagues
- Attending parents' evenings, departmental, pastoral and staff meetings
- Being prepared to be a form tutor and carry out break and lunch time duties
- Participating fully in the academic and pastoral life of the School and playing an active part in the extra-curricular programme
- Attending INSET days as required.

## PERSON SPECIFICATION

### Outline of Key Abilities

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement.

Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, with the exception of their qualifications. These will be evidenced from the application form and your production of any original relevant certificates at interview.

### Key

<b>Person Specification:</b>	<b>E:</b> Essential	<b>D:</b> Desirable
<b>Demonstrated in one or more of the following:</b>	<b>A:</b> Application Form	<b>R:</b> References
	<b>I:</b> Interview/selection process	

### Qualifications and license

		E	D	A	R	I
1.	Minimum GCSE or equivalent in English and Mathematics	✓		✓		
2.	Evidence of further professional study		✓	✓		
3.	Current clean driving license	✓		✓		
4.	D1 and CPC license, or willingness to undertake relevant training	✓		✓		
5.	First Aid training, or willingness to undertake relevant training	✓		✓		

### Experience

		E	D	A	R	I
1.	Experience working as a Premises Manager or similar role	✓		✓		
2.	Experience of working in an educational environment		✓	✓		

### Skills and Knowledge

		E	D	A	R	I
1.	Possession of DIY skills and ability to carry out a range of repair works	✓				✓
2.	Evidence of excellent communication skills – both written and verbal	✓		✓		✓
3.	Excellent interpersonal skills. Ability to work both collaboratively and independently.	✓		✓		✓

4.	Excellent organisational and administrative skills – ability to plan, prioritise, and manage a varied workload	✓		✓		✓
5.	An understanding of the importance of the need for confidentiality	✓				✓

### Personal Attributes

		E	D	A	R	I
1.	Ability to carry out instructions and seek clarification where necessary	✓				✓
2.	Be able to cope with moderate and occasional heavy lifting	✓				✓
3.	Be flexible and adaptable, including occasional work outside normal hours	✓				✓
4.	Capacity to inspire, with a positive, pro-active, solution focused 'can do' attitude	✓				✓
5.	Ability to engage and motivate others and work effectively and positively with young people	✓				✓
6.	Ability to listen effectively and be sensitive to others	✓				✓
7.	Ability to cope well under pressure and meet deadlines	✓				✓
8.	Recognition of the importance of personal responsibility for health and safety	✓				✓
9.	Demonstrable commitment to the safeguarding of pupils and child protection	✓				✓
10.	Demonstrable commitment to equal opportunities	✓				✓
11.	Commitment to the School's ethos, aims and whole community	✓				✓
12.	A commitment to professional development of self and others	✓				✓