

 

**Premises Manager**

**Salary Band 8 (scale points 17-22) £24,920 - £27,514 per annum**

**37 per week all year round**

**Required as soon as possible**

**Closing date: 26th October 2022 @ 9.00am**

**Recruitment Information Pack**

Bradford Forster Academy

Fenby Avenue, Bradford BD4 8RG



**HOPE ENDURANCE FORGIVENESS TRUST**

## Contents

Welcome 3

Vision and Ethos 4

Application Process 5

Bradford Diocesan Academies Trust 6

Job Description 7-8

Person Specification 9-10

Advert 11

October 2022

Dear Colleague

Thank you for taking an interest in joining our staff team here at Bradford Forster Academy. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a relatively new 11-16 Church of England secondary academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford. Bradford Forster Academy opened in new purpose-built accommodation in the BD4 area of Bradford on 1st September 2015. The Academy started with Y7 students, working up to five-year groups in September 2019. We were inspected by Ofsted in March 2018, receiving a ‘good’ grade in all areas with many positive comments in the report, which you can read on our website, including ‘Staff morale is high. Staff appreciate the quality of training they receive both within the school and across the trust.’ As a church school we are also inspected by SIAMS and received an Outstanding report in July 2018.

Bradford Forster Academy is a student-centered place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to become an outstanding academy that delivers educational excellence, and our strapline underpins all we do: ‘Everything is possible for one who believes’ (Mark 9:23). The academy serves a multi-cultural community in which many of our students’ experience high levels of economic and social disadvantage. As Principal, I am fortunate to work with a talented staff team who demand the highest standards of themselves and our students and deliver this with great commitment and enthusiasm. We need staff with energy and dedication who recognise the potential of our students and are willing to go the extra mile to help them achieve it, irrespective of their own role in our organization. Every member of the staff team at BFA (Bradford Forster Academy) has a part to play in creating a supportive, challenging culture, and securing positive futures for our young people.

There is a strong emphasis on relationships between staff, students, and parents; the Form Tutor is the first point of contact with the family. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop staff expertise. We place great emphasis on common goals and teamwork, and as an academy we are consistently looking for ways to further ’raise the bar’ both for our students and our staff.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for making a difference and would like to visit us, then please get in touch.

I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes

**Mrs Cath Proud, Principal**

**Vision and Ethos**

**‘Everything is possible for one who believes’ (Mark 9:23)**

The vision for the Academy is to further raise the hopes, aspirations and ambition of our students, their families, and the local community, by generating self-belief, self-esteem, and confidence through:

* Focusing upon high quality teaching and learning, standards of attainment and achievement, the best student care and support to transform the education of the young people served by the Academy.
* Providing outstanding opportunities for young people to develop healthy and active lifestyles, enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
* Actively promoting self and mutual respect, good conduct, and behaviour.
* Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
* Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
* Providing opportunities for students to explore their own and other faiths.

We set high standards and have high expectations for both learning and personal development. We strive to set our children on the best path for their future, by instilling self-belief and self-confidence in what they can achieve.

**Ethos and Culture**

In creating a successful ethos, culture and climate in the Academy, the following are essential characteristics:

1. Student learning, attainment, achievement, and well-being are at the centre of strategic thinking, planning and actions.
2. A ‘can do’ attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff, there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g., dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.

The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day. Whilst our student-centred learning is founded on a Christian ethos, Christian values and Christian principles underpin our work, our students are supported to explore their own spirituality and to recognise and understand the beliefs of others.

## Application Process

The closing date for all applications is **26th October 2022 @9.00am**

Completed applications must be returned to Michelle Marsden, HR, and Recruitment Officer, at Bradford Forster Academy ideally by email to: recruitment@bfa.bdat-academies.org

Postal applications should be returned to Michelle Marsden, Bradford Forster Academy, Fenby Avenue, Bradford BD4 8RG.

**All applications will be acknowledged within 48 hours. Should you fail to receive a confirmation, please call 01274 302400**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

#### **References and Police Checks**

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

**All appointments will be subject to an enhanced criminal records check.**

**Inclusion**

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation, or disability. The person specification sets out the criteria used to assess candidates through the selection process.

## Bradford Diocesan Academies Trust (BDAT)

**About BDAT**

Bradford Forster Academy is an Academy within Bradford Diocesan Academies Trust (BDAT). If you are successful in being appointed, the Trust will be your employer.

**General Information and Background**

BDAT is a Multi- Academy Trust (MAT) supporting several primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust’s website at [www.bdat-academies.org](http://www.bdat-academies.org).

**Our mission statement**

“The Trust’s mission is to provide an education of the highest quality within the context of Christian belief and practice.” We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practice. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

**Our growth**

As of September 2017, the Trust has Academy orders to support 17 Church and non- Church academies across Bradford. This includes 4 secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls, and Bradford Forster Academy) and 13 primary academies. We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022 to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools’ approach where we are truly able to know, understand and support each other.

**Our Christian ethos** BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.



# Job Description

**Post title:** **Premises Manager**

**Reporting to:** **Business Manager**

The following information is furnished to assist staff joining the Academy to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

**PRIME OBJECTIVES OF THE POST**

Responsible for maintaining a safe environment for children, staff and other users of the academy premises.

Responsible for managing the operational running of the academy site, leading and managing the Premises and Cleaning teams, ensuring the cleanliness, safety and security of the building and grounds, maintaining heating, lighting and all repairs and maintenance around the academy, keeping an accurate record of site assets and ensuring Health & Safety compliance in all areas on site.

The post-holder has responsibilities under the Health & Safety at Work Act for the safety of all users and visitors to the academy. (This responsibility is shared during normal academy hours with the Business Manager but is the post-holder’s sole responsibility whilst on site outside of these hours, and in the absence of the Business Manager and/or other senior members of the academy staff.)

* Ensure that Health and Safety related regulations are adhered to
* Work generally under own initiative but will work to the priorities set in the Academy Improvement Plan
* Shared responsibility with the Business Manager and the Premises team for the security of buildings, equipment, furniture etc. on the site
* Shared responsibility with the Assistant Premises Manager for the security, safe and correct usage of cleaning equipment and materials
* The promotion and maintenance of a clean, tidy, safe and hygienic environment which gives a positive image of the academy to students, staff, parents and visitors
* Follow the Academy’s policies and procedures
* Cleaning and care of interior surfaces and cleaning and care of exterior hard surface areas of all academy buildings
* The maintenance of the security of premises, including the locking and unlocking of the premises, and bringing any deficiencies to the attention of the Business Manager
* Responsibility under the Health and Safety at Work Act for users of the building
* Supervision and line management of the Premises Team comprising of the Assistant Premises Manager, Premises Assistant, and Apprentice Premises Assistant
* The maintenance of buildings and academy fixtures and fittings, including basic repairs etc
* Ensuring the CFM system is up to date and compliant
* Ensure staff have H&S training
* Lead on Emergency evacuation and invacuation drills
* Administration connected with the performance of the duties of the post
* Porterage and any other tasks as appropriate
* Will be required to be a key holder for emergency callouts
* Evening/weekend duties for lettings will be a feature of the job
* Will be required to work late evenings for Academy events
* By supporting, upholding, and contributing to the development of the Academy’s equal rights policies and practices in respect of both employment issues and the delivery of services to the community
* May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Bradford Forster Academy is committed to safeguarding and promoting the welfare of childrenand young people and expects all staff and volunteers to share this commitment. All employees are required to have a clear enhanced Disclosure and Barring Service (DBS) check.

The academy operates a strictly no smoking policy.

**NOTE**

As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and working environment that enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Person Specification**

**Post Title: Premises Manager**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidence base** |
| **Qualifications** | * A\* - C in GCSE English and Maths (or equivalent) or proven ability with communication and numeracy skills | * Qualifications or formal training relating to any aspect of the job description (e.g., maintenance of building, health and safety, cleaning etc.) * IOSH Managing Safety * COSHH * NEBOSH | Application form  Interview |
| **Skills**  **Specialist knowledge and experience** | * Ability to carry out basic repairs and maintenance tasks * Responsible for day-to-day decisions affecting own area of work * Ability to direct, manage and motivate staff * Caretaking and cleaning systems, operation of heating, lighting and ventilation systems * Managing CFM systems * Correct use of equipment and resources * Responsible for day-to-day decisions affecting own area of work * Experience of working in a team situation * Cleaning experience | * Experience in caretaking, buildings maintenance, portering or similar * Qualified or experience of working in a trade: e.g.: Painting, decorating, joinery etc * Caretaking and cleaning systems, operation of heating, lighting and ventilation systems, managing CFM systems * Buildings security | Application form  Interview |
| **Disposition and Adjustment** | * Ability to relate well to students and adults * Work constructively as part of a team * Ability to remain calm under pressure * Self-motivated individual * Able to work without supervision * Able to make decisions within established guidelines * Flexibility and willingness to accept change * Approachable, courteous, and able to present a positive image of the school to callers and visitors * Maintain confidentiality in matters relating to the school, its students, staff, parents, and carers * Commitment to own personal and professional development, being prepared to undertake any training relevant to the post whether external courses or in house training. |  | Letter of Application, Interview, and reference |
| **Physical and**  **Sensory** | * Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010. |  | Interview and reference |
| **Christian Ethos** | * Commitment to promoting the Christian ethos, values, and truths in all elements of Academy life and education. |  | Application form and interview |

#### **This Personnel Specification**

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the ‘essential’ requirements for the post. The very best candidates are most likely to also meet the ‘desirable’ criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

**Premises Manager**

**37 hours per week, All year round**

**(Permanent)**  
**Start Date: As soon as possible**

**Salary Band 8 (scale points 17 - 22) £24,920 - £27,514 per annum**

**Bradford Forster Academy is an 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has over 1000 students on roll. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.**

We are seeking to appoint an experienced and highly organised Health & Safety and Premises Manager who will have responsibility for the operation and maintenance of the academy. This will include cleanliness, safety and security of the building and grounds, heating, lighting, general maintenance around the academy whilst also ensuring Health & Safety compliance on site.

Ideally, we are looking for someone with experience of premises management in an educational environment, who will also have the health and safety knowledge and awareness to make a real difference to the academy.

**The successful candidate will:**

* Have previous experience of managing a team
* Be able to communicate effectively with staff, students and sub-contractors.
* Have a good knowledge of health and safety procedures, including IOSH and COSHH
* Be committed to the ethos and culture of Bradford Forster Academy

**We can offer you:**

* An attractive, very well-resourced working environment
* Effective and supportive colleagues
* Opportunities for personal and professional development.

**Closing Date: 26th October**

**Interviews to take place week commencing 31st October 2022.**

For full details, application form with information pack, please visit our website

[Bradford Forster Academy - Join our team](https://bradfordforsteracademy.co.uk/bfa-vacancies/)

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).