



JACK & JILL

FAMILY OF SCHOOLS

Position	Premises & Transport Manager
Location	Jack and Jill Family of School sites
Hours	Split Shift during Term Time (33 weeks): 0630 to 1030 and 1500 to 1830 Monday to Friday Flexibility during Non-Term Time (37.5 hour core week)
Start Date	July 2022

Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that have been providing education for children since 1951 and is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy as well as development of effective working practices, diligence, and the sheer joy of learning – a '*tradition of excellence*' established over many decades.

The Jack & Jill Family of Schools achieved Ofsted 'outstanding' in all areas' in its latest inspection.

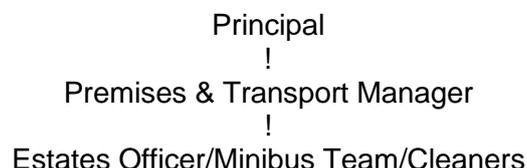
It is comprised of three schools:

- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Structure Chart



Purpose of Role

To be responsible for security and maintenance of all Jack and Jill Family sites, including a residential property, ensuring compliance with all current legislation relating to site safety and management, requiring practical and physical delivery as well as effective administration and robust, accurate and efficient record keeping.

To promote and participate in achieving the most efficient and economic use of the premises, facilities, plant, equipment and materials.

To manage the minibus operation.

Job Content

This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools

1. Key Responsibilities

- In conjunction with the Principal and Finance, formulate and manage a rolling maintenance programme incorporating school priorities and risk assessment.
- Undertake emergency and planned maintenance and repairs within capability, escalating to a specialist as required, respond effectively, and maintain records of all works.
- Maintain all equipment, tools, and plant in a safe and good condition, liaising with external suppliers and services where necessary.
- Ensure the school grounds are maintained to a high standard including all lawns, beds, play areas; ensure the grounds are litter free.
- Establish a regular maintenance plan for all sites.
- Liaise with the Principal and Finance in preparation of grounds, maintenance and capital expenditure projects; manage contractors and be their main point of contact.
- Line manage the estates officer, minibus and cleaning staff.
- Oversee all contractors on site, ensuring all health and safety requirements are met, monitor their performance, and inspect and approve completed work.
- Undertake weekly routine inspections of the sites and arrange routine reporting system to ensure staff report issues as they arise.
- Maintain electronic records of all regular checks undertaken.

- Manage premises requests as they come through, ensuring they are prioritised and dealt with in a timely manner.
- Responsible for heating and lighting systems throughout the premises, arrange to remedy any problems and lead on cost and energy saving projects, promoting greener solutions where possible.
- Support lead teachers to prepare and document risk assessment for the sites and others as required by legislation and other specialist advice and ensure completed in good time.
- Regularly visually inspect the outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.
- Ensure sites are cleaned to a high standard and cleaning rota is clear and reviewed regularly.
- Ensure the minibuses are fit for purpose, maintained and all drivers have the appropriate licenses and training; work with the school administrator to establish logical and effective minibus timetables. Act as relief driver/minibus escort to cover absence and additional requirements.
- In conjunction with Finance, develop and work within agreed budgets and financial systems, ensuring purchasing is value for money.
- Be the initial contact for all stakeholders regarding facilities use and management.
- Ensure the schools maximise recycling opportunities and work to improve carbon footprint

2. Fire and Security

As the designated Fire and Security Officer ensure all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures reviewed and updated, as necessary.

- Ensure systems are in place to ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing), setting and disarming of alarm systems.
- As the primary key holder, be prepared to attend out of normal working hours as and when required
- Monitor traffic on site including adherence to school rules.
- Ensure internal security procedures are adhered to.
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that all windows and doors are secured. Report and act upon any issues with appropriate staff.
- Test fire alarm call points weekly and regularly check other fire equipment e.g., extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs.
- Maintain the Fire Risk Assessment, updating where appropriate and resolving any issues.
- Provide safe access to buildings and classrooms in the event of snow, minor floods, and similar emergency situations. Notify the SLT/Principal of the accessibility and safety of the site in such circumstances, particularly if closure of the school is required/likely.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g., Police, Fire, Gas, Water and Electricity Board.

3. Health and Safety

- Ensure compliance with all current legislation for site safety and facilities management; including maintenance of appropriate records.
- Carry out statutory testing, prevention testing (e.g. legionella/gas safety) and maintain records.
- Participate in the continuing development of robust, transparent health and safety systems and procedures.
- Support health and safety training initiatives and deliver components where appropriate.
- Commit to the growth and maintenance of a positive risk management culture within the schools; assisting staff where necessary.

- Undertake suitable and relevant first aid training.

4. Cost Effectiveness

Contribute to the school's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and sites.

- Working with Finance to build realistic budgets linked into the estates plan.
- Working with Finance to build a 3-5 estates plan.
- Adhering to the purchasing policy (to be created) by ensuring value for money and getting quotes for external services.

5. Portering

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed smoothly as expected. Principle tasks:

- Transfer 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.
- Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events etc.
- Supervise and assist with the erection and dismantling of temporary structures such as gazebos and staging, as required.

6. Cleaning and Welfare

Ensure the sites are kept clean, tidy, and attractive to minimise risks to the health and safety of those using them and to ensure the activities of the school can take place in an environment suited to learning.

- Main point of contact for cleaning either in house or contractors including owners and operatives.
- Ensure high standards are maintained, operatives efficiently deployed and value for money achieved.
- Manage refuse and recycling procedures and ensure relevant staff are aware of these. At least half-termly clean all bins to keep hygienic and deter pests and rodents.
- Ensure all outside areas are clean and tidy, e.g., litter clearance, leaf and tree debris clearance, refuse bin compounds.
- Organise emergency cleaning as required.
- Monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items; working with cleaning staff to ensure effective replenishment.
- Ensure snow and ice (etc) is cleared as appropriate including treatment of surfaces with salt and ensure sufficient materials are available when the conditions demand

7. Transport Tasks

- Point of contact for the school minibus operation
 - Relief driver for the school minibus if a timetabled driver is unavailable.
- Supervise the servicing, checking and record keeping associated with the school minibuses to ensure carried out to the required standard.
- Ensure the minibuses have sufficient fuel (subject to staff communication/usage).
- Responsible for review of Transport Policy for sign off by SLT.
- Manage and take responsibility for the TFL Travel Plan.

8. Safeguarding

The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the school's safeguarding policy.

9. Other duties

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the School.

Person Specification

Attributes	
Qualifications	<ul style="list-style-type: none">• Health and Safety qualification preferred• First Aid Qualification preferred• UK Driving Licence (including CPC and D1) essential
Experience	<ul style="list-style-type: none">• At least 3 years' experience in premises management, ideally in a school environment• Experience of implementing and maintaining quality control systems• Experience of carrying out risk assessments• Competent at basic building repairs, maintenance, and grounds maintenance. Use of small industrial/electrical/plumbing/mechanical equipment. Experience of prioritising tasks• Knowledge of basic health and safety legislation• Understanding of site security issues• Willing to undergo training as required
Leadership	<ul style="list-style-type: none">• Experience of managing and motivating colleagues• Ability to make difficult decisions and follow them through
Vision	<ul style="list-style-type: none">• Supports our belief that health and safety requires focus, coherence, and rigour
Other Skills and Abilities	<ul style="list-style-type: none">• Excellent oral and written communication skills and good listening skills• Approachable and promotes positive working relationships• Competent IT skills

Behaviour	<ul style="list-style-type: none"> • Demonstrates high standards of personal integrity, loyalty, discretion, and professionalism • A calm, patient, and reassuring manner 	
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and welfare of all stakeholders 	

Application Process

To apply, please complete the application form on the School's website and send to HR@jackandjillschool.org.uk.

Closing Date for Applications: 8 May 2022