



FULLHURST
COMMUNITY COLLEGE
EST. 1991

Assistant Site Manager

Information Pack



Dear Applicant,

It is a privilege to introduce myself as Principal and to thank you for expressing an interest in working with us here at Fullhurst Community College. To be part of Fullhurst Community College is to transform lives. We are proud to serve a diverse community of over 1150 students, aged 11-16 years, on our large site in south west Leicester and are oversubscribed each year

In 2016 our Progress 8 measure was +0.48, the highest in Leicester and in 2017 it was +0.64, placing Fullhurst in the top 200 schools in England. Whilst we currently do not have confirmed progress scores for 2018, what we do know is that our 5+ percentage in English and Maths rose by 12% and 4+ by 11%. These outcomes are exceptional; demonstrating the strength of our curriculum and that all groups of Fullhurst students achieve beyond national targets. We are extremely proud of our students' progress and achievement which continues to increase year on year.

Due to both the success and the popularity of the college, Fullhurst is currently expanding in student numbers and over the next three years we will grow to accommodate 1500 students. To facilitate this, a new build is being developed in conjunction with Leicester City Council on Ellesmere Road. We have named this site Fullhurst Fosse Campus; it will operate as a Key Stage 3 hub from August 2019. As a result, we need to increase our staffing capacity and therefore this role is being advertised.

Fullhurst Community College was inspected by Ofsted in January 2018. The visit was the first short inspection carried out since the college was judged to be good in October 2012. We are very proud to announce that Fullhurst Community College continues to be good. The report states; *"Staff work hard to maintain the schools many strengths and improve the school further. There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area, especially the most vulnerable."* Challenge Partner reviews, most recently in 2017, suggest the school has many outstanding features. In 2017, Fullhurst was recognised by the Department for Education as Secondary Regional Champion at the Pupil Premium Awards, In December 2017, we were extremely proud to be announced as the Leicester Mercury School of the Year 2017 and in June 2018, we were announced as Silver Award winners in the Pearson National School of the Year Awards.

Your involvement in our journey to outstanding cannot be underestimated. You will have ample opportunity to share in and enhance our current good practice. The potential for your own professional development is outstanding and we provide excellent support for new staff.

If you have any questions please do not hesitate to contact the college on 0116 282 4326 or via email recruitment@fullhurst.leicester.sch.uk Visits to the college are welcomed and encouraged; please contact us to arrange a convenient time. I look forward to receiving your application and accompanying letter explaining why you are a suitable applicant for the position.

Yours faithfully

S Piggot
Principal

Transforming lives

Principal: Mr Steve Piggot
Fullhurst Community College, Imperial Avenue, Leicester LE3 1AH
T: 0116 282 4326 F: 0116 282 5781 E: office@fullhurst.leicester.sch.uk

www.fullhurst.leicester.sch.uk



Transforming lives at Fullhurst Community College



Fullhurst Community College's priority is to provide the highest quality education for every student in a supportive and inspiring environment. It is our aim that students leave the college as successful, confident and responsible young people equipped with academic qualifications as well as the personal and social skills to enable them to succeed and make a positive contribution to society. We take great pride in seeing our students flourish and move on as confident young adults.

Our newly built Fosse Campus has been designed to echo the current Imperial Campus, with the blending of the traditional heritage of the front of the site with the new build at the rear. The continuity across the two sites maintains the college's strong branding and identity and will aid the transition of students between the two campuses.

The new campus has involved refurbishment and extension of the current building as well as the construction of a new teaching block including new classrooms, science labs, a music room, food technology facilities and a drama studio. There is also external landscaping, with car parking and play areas, plus a courtyard with outdoor dining facilities. Fullhurst Principal, Mr S Piggot, said; "We're very proud of our growth over the past few years, with Fullhurst now being rated in the top 200 schools nationally. The learning environment is vitally important for both students and staff. Getting these state of the art new facilities will not only allow us to welcome more new students to the college, it will also help us to continue to raise standards."

We offer a broad and balanced curriculum designed to ensure that every student has the opportunity to fulfil their potential. Students follow personalised pathways for learning which meet their individual needs. All students learn more about the world around them in Citizenship and RE lessons and through our tutor programme. Careers education, information, advice and guidance is offered to students in each year at Fullhurst Community College including trips and workshops, work experience and mock interviews.

We strive to ensure that work is closely matched to students' abilities and rigorous enough to provide the challenge necessary for students to achieve their very best. We know that some of our students have individual learning needs which may affect their progress across the curriculum and we have a committed team of teachers and teaching assistants trained to support students with a variety of needs, able to facilitate in class support, small group work and individual one-to-one support. Students showing aptitude in specific areas will join our more-able groups which run in all curriculum areas.

The positive benefits of the Pupil Premium can be seen across the college and particularly in the increasing percentage of students making better than average progress. We were extremely proud to be announced as Secondary Regional Champion at the Pupil Premium Awards 2017. The award recognises the college's success in raising aspirations and ensuring disadvantaged students can fulfil their full potential. We're continually looking to improve the outcomes for our students.



Transforming lives

Fullhurst Community College

Reasons to join our team



Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future.

We listen to our staff

Following a recent annual staff survey, 96% rated the performance of the college as good or very good. 97% said they would recommend the college to prospective parents.

We value our staff

We have signed up to work towards achieving the Wellbeing Award for Schools (WAS). This award focuses on ensuring effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils. *“Staff value the support they receive from senior leaders as well as the focus on their well-being.”* Ofsted January 2018

What we can offer you:

- A comprehensive induction process, with all new teaching staff offered a mentor.
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.
- Collaborative planning sessions, where dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- A comprehensive support structure.
- Developmental lesson observations which are not graded.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire.
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.
- Childcare scheme - allows money to be taken out of your salary before Tax and National Insurance.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.
- Vectis discount card - an easy way to save in store on shopping, eating out and much more.
- Annual flu jab - to protect against those winter germs.
- Staff can always approach their line manager for assistance but they also benefit from a dedicated team who provide a confidential counselling service offering telephone or face-to-face appointments, 365 days a year.
- We're committed to equality and diversity. We have our very own Stonewall Champion and are committed to equal opportunities for everyone.
- We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs and sporting activities.
- We are part of the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff.



Transforming lives

What staff have to say about Fullhurst Community College



“When I joined Fullhurst I was immediately impressed by the supportive nature of the staff and the desire that all staff share to make a difference to the students who attend the college. This has not changed in the time I have been at Fullhurst. I have had the privilege of leading on Teaching and Learning over the past few years, and have seen the college go from strength to strength in that time and know that we all share a desire to enable students to achieve the best possible outcomes that they can during their time with us. Fullhurst is a great place to work.”

Mrs C Bailey
Deputy Principal

“I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. Having worked previously as a second in department at a different school in the city, I was ready to influence students’ lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college’s goals fall in line with my personal goal as a facilitator of learning, which is that ‘every child irrespective of their background has the right to achieve and do well to the best of their capability’. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills. Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country.”

Mrs V Adeniyi
Standards and Progress Leader, Maths and ICT

“Since joining as a fresh-faced NQT in 2012, I have seen Fullhurst go from strength to strength. The staff working here are an incredible team, which is reflected in the results, which continue to improve year on year. I have had the pleasure of teaching a diverse range of amazing young people at Fullhurst, many of whom still have strong ties to the college and keep us updated on their successes. Hearing about these positive outcomes is so rewarding and a big part of why I am still enjoying my time here six years later. I am proud to be part of the team as the college expands and very excited to see what happens in the future.”

Mr T Jones
Teacher of English and Film Studies

“I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!”

Miss T Marlow
Technician, Science

“I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education. The reason I applied to work at Fullhurst is their ethos of transforming lives. I believe that as a teacher, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students’ lives in both their academic and personal development.”

Miss M Bird
Head of PE

“I started working at Fullhurst Community College as receptionist back in 2008. I chose to work here because I had heard positive things and wanted to be part of a school that was evolving. After a time, I found myself really enjoying the engagement with the students, at this stage I knew I wanted to be in a role that offered more and found myself interested in the pastoral route. I became the Assistant Head of Year 8 and enjoyed this experience very much. Later I progressed to Head of Year, rolling with our year groups and every year group brought its own challenges and rewards. Four years on, I am now the static Head of Year 11 and loving it. I really enjoy this role as I get to see the students through their most crucial year and help support them through college applications and exams. It is also amazing to come and be a part of results day and makes it all worthwhile! I enjoy working here because I like being part of a fantastic pastoral team that is dedicated and committed to helping our students achieve their best. I enjoy the daily challenges and I look forward to even more future successes.”

Mrs R Buckle
Head of Year 11

“I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer. I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community”.

Mr S Willcock
Assistant Principal

“I joined Fullhurst Community College in 2013 as Cover Instructor. Having graduated from university at a later stage of my life, I wanted to make a contribution to society by working with teenagers from challenging backgrounds. I work closely with staff and students which enables me to develop relationships of mutual respect and trust with colleagues and at the same time build positive relationships with my students. At Fullhurst, staff are encouraged to develop their skills and are given ample opportunities for professional development. This motivated me to apply for a new position and in autumn 2018 I was successful in securing the role of English Mentor. I am passionate about English, as a mentor I teach English to small groups of students and I thoroughly enjoy the outcomes I achieve. I chose to work at Fullhurst because I wanted to make a difference to young peoples’ lives. If you are passionate about transforming and improving the lives of young people, then this could be the school for you.”

Ms F Bhattay
English Mentor

Fullhurst Community College

Recruitment advertisement



Post title: Assistant Site Manager – Level 3

Salary: Grade 6 Points 15-18 (commencing at £24,799 pa)

Contract type: Permanent, Full Time.

Hours: 37 hours per week. Shift pattern: 6am – 2pm / 2pm – 10pm (plus weekend working) as agreed by the Line Manager.

Responsible to: Site Manager

Due to our expansion we are seeking an Assistant Site Manager to undertake strategic and operational management responsibility for the maintenance, security, health & safety and general administration of the School sites, their grounds, buildings, facilities and equipment ensuring they operate efficiently and effectively.

In 2017 our Progress 8 score of +0.64, placed Fullhurst as one of the top 200 schools nationally. Our excellent 2018 outcomes have seen a 12% rise in the number of students achieving a grade 5 or above in both English and Maths. Additionally, we are very proud to be the Department for Education 2017 Pupil Premium Secondary Regional Champion, 2017 Leicester Mercury School of the Year and 2018 finalists in the Pearson National School of Year Awards.

As a college, we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK. With over 50% of our students from disadvantaged backgrounds, we know that our success is genuinely doing this. If you want to be part of our continued success and if you believe in improving the life chances of young people from disadvantaged backgrounds we look forward to receiving your application.

Further details, including the application form, are available from our website www.fullhurst.leicester.sch.uk or by emailing recruitment@fullhurst.leicester.sch.uk

A letter detailing why you are a suitable candidate for the position should accompany your completed application. Completed applications should be returned to The Principal, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at recruitment@fullhurst.leicester.sch.uk

Closing date: Wednesday 15 May 2019 at 9am

Fullhurst Community College is committed to safeguarding and promoting the welfare of all children and young people. Please note that an Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.



Transforming lives

Fullhurst Community College

Job Description



Post title: Assistant Site Manager – Level 3

Salary: Grade 6 Points 15-18 (commencing at £24,799 pa)

Contract type: Permanent, Full Time.

Hours: 37 hours per week. Shift pattern: 6am – 2pm / 2pm – 10pm (plus weekend working) as agreed by the Line Manager.

Responsible to: Site Manager

Core purpose of the post:

To undertake strategic and operational management responsibility for the maintenance, security, health & safety and general administration of the School sites, their grounds, buildings, facilities and equipment ensuring they operate efficiently and effectively.

Specific responsibilities of the role: These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.

- To ensure efficient use and maintenance of the School/College site and buildings.
- To maintain and implement adequate security measures and procedures for the site buildings and facilities.
- To ensure that premises, grounds; cleaning, repair and catering equipment are maintained and developed in an effective and planned manner.
- To provide an annual risk assessment and audit report with necessary recommendations of any actions needed.
- To ensure that the necessary Legislative and Health & Safety requirements are met.
- To ensure that the School/College maintains necessary licences and insurance for its activities and that it adheres to all relevant policies.
- To ensure the effective implementation of repairs, maintenance and cleaning programmes.
- To ensure that catering facilities meet the School/College's and statutory requirements.
- To promote and maximise the use of buildings and facilities and income.
- To implement, follow and promote energy conservation measures within the school.
- Follow and adhere to all college policies and procedures including Data Protection Policy, Equality and Diversity Policy, Health and Safety Policy and safeguarding children in education – Child Protection Policy.

These are the highest level objectives, see “Level Criteria Matrix” for objectives at other levels.

Job tasks: (Each task taking at least 10% of the post holder's time)

- Manages allocated human, material and financial resources, monitoring & reviewing budgets.
- Looks after the site, buildings, associated fixtures and fittings, plumbing, heating, electrical and mechanical equipment, etc, including on-going usage, maintenance, repairs, liaising and monitoring external contractors.
- Arranges security, cleaning, laundry, catering and minor repair or maintenance rosters, liaising with the relevant Emergency, Property & Technical Services as necessary.
- Sets up and agrees call out arrangements and contracts with internal or external suppliers for emergency and necessary repair work and monitors contractors and the effectiveness of 'contracted out' services.
- Maintains and provides appropriate records, procedures and management information for internal and legislative requirements.

- Advises on the appropriateness and cost any facilities bookings/lettings and oversees such usage.
- Carries out tendering, negotiation and costing procedures for the provision of goods, services and specific projects and acts as local project manager.
- Arranges an annual audit and inventory of the fabric, equipment, facilities and energy conservation measures and produces recommendations as appropriate.
- Attends appropriate necessary Governors, Leadership Team and other meetings, advising on and contributing to strategic planning, Health & Safety aspects and specific projects.

These are the highest level objectives, see “Level Criteria Matrix” for objectives at other levels.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature _____

Date _____

Fullhurst Community College

Person Specification



Post title: Assistant Site Manager – Level 3

Salary: Grade 6 Points 15-18 (commencing at £24,799 pa)

Contract type: Permanent, Full Time.

Hours: 37 hours per week. Shift pattern: 6am – 2pm / 2pm – 10pm (plus weekend working) as agreed by the Line Manager

Responsible to: Site Manager

Training and education	Essential (E) / Desirable (D)
English and Maths GCSE (A*-C) or equivalent qualification.	E
See Level Criteria Matrix attached for Level 3 requirements.	
Experience and knowledge	
Sufficient D.I.Y. skills and able to carry out necessary repairs to buildings and equipment.	E
See Level Criteria Matrix attached for Level 3 requirements.	
Qualities and skills	
Able to use own initiative, meet deadlines and make decisions in emergencies.	E
Must be self-motivated and able to work on own initiative.	E
Ability to prioritise and deal with multiple on-going work tasks.	E
Ability to deal with other staff and pupils in a polite and courteous manner.	E
See Level Criteria Matrix attached for Level 3 requirements.	
Equal opportunities	
Commitment to equal opportunities and equal value for all.	E
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Other conditions	
Willing & able to deal with people from a variety of backgrounds & levels.	E
Willing & able to work outside normal hours, and be on call for emergencies.	E
Willing & able to attend training courses & obtain relevant certificates for the role.	E
Willing & able to operate hand tools, cleaning machinery, etc & carry small loads.	E
Must satisfy relevant pre-employment checks.	E
This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of	E

<p>Offenders Act 1974 and subject to an Enhanced Disclosure Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</p>	
<p>See Level Criteria Matrix attached for Level 3 requirements.</p>	

Level Criteria Matrix

E9003 Site Manager/Premises Officer JD & Level Criteria

Element	Level 5 (ROLEID E9003a)	Level 4 (ROLEID E9003b)	Level 3 (ROLEID E9003c)
People Management	As lower levels plus: Full management responsibility for up to 35 staff. Organises and monitors up to 6 contracted staff, i.e. that it is up to standard, it is done on time. Oversees staff from several suppliers/contractors, up to 15 workers when major work in progress.	As lower levels, plus: Full management responsibility for up to 10 staff. Supervision of 2-3 contractors, sometimes more if major refurbishment/building work project.	As lower levels, plus: Supervises up to 5 other staff, e.g. PO's, grounds staff, gardeners, caterers, etc, work & rostas. Organises & monitors repairs/refurbishment work, overseeing the outside contractors while on site. Manages, trains and supervises any allocated staff.
Creativity required	As lower levels, plus: Plans strategically & proactively, able to present issues/recommendations to the others. Compiles tenders & plans for building projects, maintenance, repair, supply etc. Manages and monitors any refurbishment or new building work in the School/College. Prepares, presents proposals and management of capital and revenue budgets.	As lower levels, plus: Assists manager in compiling tenders, ITT's etc and assessing subsequent bids. Contributes to future plans, e.g. refurbishment, repairs, etc. Explains how changes affects staff, e.g. posters, leaflets, awareness sessions, etc. Assists in capital and revenue budget preparation.	As lower levels, plus: Prepares and negotiates maintenance and repair contracts. Implements and updates of the regular maintenance schedules. Prepares reports & advice for manager/staff on facilities matters inc formal investigation. For short periods, acts as local H&S officer, advising or gaining advice.
Contacts	As lower levels, plus: Deals and negotiates with a full range of external & internal contacts on facilities matters, e.g. Property services, architects, contractors, etc to cost, propose, organise and monitor major works. Reports regularly to governing body and leadership team.	As lower levels, plus: Plans work with external suppliers and contractors. Advises the public, parents/carers and staff on the use of the facilities, lettings, special events, etc. Prepares reports for governing body and/or manager.	As lower levels, plus: Helps manager and contractors to plan any repair, maintenance, refurbishment work. Acts as the lead officer for Health & Safety in the school/college. Helps staff and external users to plan activities which use equipment and facilities.
Decision making	All lower levels, plus: Formally evaluates bids for major items of building/repair work. Project manages both costs and resources for major items of work. Provides advice and guidance on strategic facilities issues to the leadership team. Contributes to the School Improvement Plan each year. Budget manages all on-going facilities aspects of the School/College.	As lower levels, plus: Recommends closure of all or part of the School/College based on H&S & facility knowledge. Provides advice to external contractors whilst on site. Interprets and disseminates information to staff and users on any legislative, government guideline, etc changes. Risk Management and H&S, identifying issues, recommending solutions. Monitors costs within facilities function.	As lower levels, plus: - Recommends improvements or replacement of facilities equipment etc. Reports/deals with breakages, lack of supplies etc. Arranges/agrees external lettings and alternative arrangement when repairs/maintenance under way. Recommends closure of physical areas or discontinue use of facilities or equipment. Performs risk assessments and make recommendations.

Level Criteria Matrix

E9003 Site Manager/Premises Officer JD & Level Criteria

Element	Level 5 (ROLEID E9003a)	Level 4 (ROLEID E9003b)	Level 3 (ROLEID E9003c)
Objectives	As lower levels, plus: Any major renovation/ new building work is planned with the minimum disruption. New building, renovation and maintenance contracts are made according to best value.	As lower levels, plus: Optimises usage and costs for on-going facilities. Pupils, staff and users are aware of the proper use of facilities and procedures in event of emergencies. Site, Buildings and Facilities works are planned with minimum disruption to activities.	As lower levels, plus: Staff, pupils and contractors are made aware of when work is being carried out. Staff know what is expected of them regarding alternative arrangements and work needed. Staff are aware of how to use equipment and when facilities are available.
Resources used or managed	As lower levels, plus: Solely responsible, including the budget, for all Site, Building, Equipment and Facilities matters. Large school, i.e. internal size of over 6,000 sq m. Site size over 100,000 sq m. Multiple buildings and often split sites. Responsible but little actual use of equipment.	As lower levels, plus: Responsible, under a senior manager for all, Site, Building, Equipment and Facilities. Medium size school, i.e. internal size up to 6,000 sq m. Site size up to 100,000 sq m. metres. Could be split sites and/or multiple buildings. Responsible for maintenance of infrastructure and most equipment in the school/college.	As lower levels, plus: Responsible for a designated area of a school or a small school. E.G. Site/ size under 75,000 sq m, buildings size under to 2,000 sq m. Shared/delegated responsibility with PO's on different shifts) or manager (if split shift working). Responsible for maintenance of infrastructure and most equipment in delegated area.
Interruptions and conflict situations & frequency	As lower levels, plus: Liaises on major items of work with the Head, affected Faculty Heads and teachers. Dealing with misunderstood agreements and/or last minute local difficulties. Only major problems will be referred to the postholder by other premises staff.	As lower levels, plus: Plans and organise several refurbishments each year. Day to day problems, assesses priorities, persuade staff to compromise, use temporary facilities, etc. Some longer term problems to solve, find alternatives, etc.	As lower levels, plus: Daily series of problems and some emergencies to deal with.
Physical effort & IT use required	As lower levels, plus: Compiles and controls Capital and Revenue budgets on spreadsheets and reports. Project plans, records and reports. Only occasionally have to repair equipment, clear toilets, drains, etc. Higher than average time spent walking around, standing etc. Substantial time spent at a desk/PC or in meetings, etc.	As lower levels, plus: Assists with building and monitoring revenue budgets. Maintains inventory, inspection, maintenance, repair agreements and logs. Visit/Inspection Logs. More desk/PC work, some attendance at meetings, etc.	As lower levels, plus: More desk work but primarily working standing up, walking, etc. Maintaining Site plans, e.g. for electricians, fire extinguishers, plumbing, lighting, etc. Maintains relevant records, e.g. repairs, accidents, staff, etc. Fire, Usage, Emergency procedures, instructions, posters etc.

Level Criteria Matrix

E9003 Site Manager/Premises Officer JD & Level Criteria

Element	Level 5 (ROLEID E9003a)	Level 4 (ROLEID E9003b)	Level 3 (ROLEID E9003c)
Working conditions	As lower levels:	As lower levels: Less time spent on repairs, etc.	As lower levels:
Risks encountered	As lower levels, plus: Some risk when inspecting major problems, dealing with emergencies etc. Sometimes involved in unpleasant tasks, see Level 1.	As lower levels, plus: Sometimes involved in unpleasant tasks, see Level 1.	As lower levels, plus: Major incidents – burst pipes, roof caving in etc – inspecting to identify what is needed. Often involved in unpleasant tasks, see Level 1.
Knowledge and Skill levels	As lower levels, plus: Graduate ability to enable strategic evaluation, planning & co-ordination of facilities improvements. CFM qualification or equivalent or equivalent experience and knowledge. A working knowledge of, and able to interpret various statutory & LA legislation and guidelines. Able to perform full capital and revenue budget management up to £50,000 to £500,000pa. ITT and commissioning procedures and practices. A wide variety of staff management and organisational skills.	As lower levels, plus: Knowledge/ability sufficient to advise on viability of long term plans and to make recommendations. MP accreditation or similar or equivalent experience and knowledge. Building Regulations and guidelines in detail and others e.g. H&S, Child protection, etc. Experience of being solely responsible for facilities and staff in an operational setting. Experience of organising new or refurbishment building work or repairs. Experience of setting up, monitoring and negotiating maintenance contracts.	As lower levels, plus: Qualification and/or substantial experience in more than one craft trade, e.g. plumbing, carpentry, etc. Health & Safety legislation, and local policy, procedures and guidelines. Relevant Building regulations knowledge. Experience of understanding and applying procedures/policies in general.

Level Criteria Matrix

E9003 Site Manager/Premises Officer JD & Level Criteria

Element	Level 2 (ROLEID E9003d)	Level 1 (ROLEID E9003e)
People Management	As lower levels, plus: Supervises and organises the work of 2-3 cleaning staff. Instructs and looks after any external contract staff working on site. May supervise pupils when repairing broken windows, removing graffiti.	No formal management or supervision. May act as chargehand for cleaning staff.
Creativity required	As lower levels, plus: - Assesses & keeps the site, buildings & facilities to a high standard of hygiene and cleanliness. Deals with any emergency situations, e.g. burst pipes, roof falling in, etc. Assesses situations, contacting suppliers, LA sections when repair, maintenance or advice needed. Advice on H&S matters for facilities.	Follow basic instructions. Responds to emergencies, contacting repair or maintenance suppliers.
Contacts	As lower levels, plus: Works with external contractors when on-site and requests quotes. When on-site/shift, acts as the H&S Officer. Advises staff on use and repair options of facilities, equipment etc.	Deals with staff and pupils, on proper use of equipment and facilities. Basic contact with external suppliers and contractors.
Decision making	As lower levels, plus: Reports incidents or situations which may lead to closure of all/part of the School/College.	Assists other premises officers, grounds staff in their tasks. Assists cleaners in their tasks.

Level Criteria Matrix

E9003 Site Manager/Premises Officer JD & Level Criteria

Element	Level 2 (ROLEID E9003d)	Level 1 (ROLEID E9003e)
Objectives	<p>As lower levels, plus: The site, grounds, buildings, fabric, facilities and equipment within are all “fit” for purpose. Equipment is kept in a good state of repair and is kept available for use. Any emergencies are dealt with promptly and with minimum disruption.</p>	<p>Facilities are kept secure, clean and tidy. Site and Grounds are kept tidy. To reduce on-going property costs. To ensure that laundry items are fit for use</p>
Resources used or managed	<p>As lower levels, plus: £50-£100 petty cash for ad-hoc purchases, screws, nails, etc plus up to £1,000 for special events. Drives and maintains mini-bus, sit on mowers, gardening, cleaning and other equipment, etc. Repairs equipment, sinks, drains, gutters etc. Uses and trains staff on equipment use, gardening, DIY, repair, cleaning, etc. Maintains adequate stocks of cleaning, toilet, fuel, etc, supplies. Opens and closes buildings on time. Checks orders, deliveries and invoices. Completes all records, required forms and returns accurately and on-time.</p>	<p>Perform basic security and repair tasks. Assist in looking after the security, cleanliness and safety of assigned facilities. Tools, electrical & mechanical equipment and supplies to repair, maintain, clean the facilities. Laundry, ironing and sewing/repair equipment.</p>
Interruptions and conflict situations & frequency	<p>As lower levels, plus: Deals with any emergencies that occur, e.g. burst pipes, electrics failing, broken windows etc. Re-assesses priorities as situations arise and dealing with them. Up to 10 open problems/requests at any one point in time.</p>	<p>Responding to and assisting to resolve problems and requests, several each day.</p>
Physical effort & IT use required	<p>As lower levels, plus: Physical effort to keep indoor & outdoor areas safe, clean and tidy. DIY, repairs, etc. Some PC updating/reporting. Some desk work.</p>	<p>Standing most of the day, kneeling etc when necessary. Perform basic security and repair tasks. Operates hand tools, cleaning machinery, etc & carry small loads. Using ladders, steps, etc. Making Beds, doing laundry, etc. Cleaning, locking up, crawling under/over equipment, clearing paths, etc. Undertaking portorage duties.</p>

Level Criteria Matrix

E9003 Site Manager/Premises Officer JD & Level Criteria

Element	Level 2 (ROLEID E9003d)	Level 1 (ROLEID E9003e)
Working conditions	As lower levels, plus: Inside checking work, standing, crawling under/over equipment, doing minor repairs, etc. Outside checking work, locking up etc. .	Working indoors (primarily) and outside. Walking around inside and out, checking the site, building, equipment, etc. Laundry (steam, heat, etc).
Risks encountered	As lower levels, plus: Incidents – burst pipes, roof caving in etc. – inspects and identifies what is needed.	Uses cleaning fluids, drills, gardening equipment, DIY jobs, etc (goggles, gloves etc provided). Cleaning up sick, blocked toilets, etc. Personal Injury from using tools, ladders and portorage.
Knowledge and Skill levels required	As lower levels, plus: Training or experience, in one of the following: joinery, painting/decorating, plumbing, electrical. COSHEE, etc procedures. Work related topics/courses e.g. se of ladders, manual handling, use of cleaning products etc. Experience in basic building/site maintenance and security. Able to use larger equipment such as garden mowers, polishers, etc.	Basic DIY skills and able to carry out minor repairs to buildings and equipment. Cleaning and/or laundry experience. Able to use equipment such as small hand tools, drills, floor cleaners, etc.