

ALTUS

EDUCATION PARTNERSHIP

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APPLICATION PACK

Trust Premises Manager



Thank you for your interest in working for Altus Education Partnership.

Altus Education Partnership was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- **Rochdale Sixth Form College** opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables.
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community.
- **Kingsway Park High School** has a strong track record of providing its students with an excellent education. The Academy recently benefitted from a new teaching block which opened at the end of 2024.
- **Bamford Academy** provides a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community.
- **Caldershaw Primary School** joined us in July 2025 and is another Ofsted Outstanding provider. The staff bring a wealth of experience in the primary sector and is regularly oversubscribed.

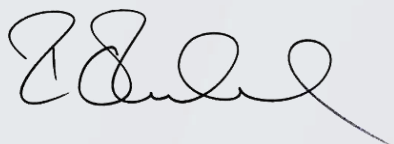
Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and several of these schools entering into a Trust Partnership Agreement. This means that within three years the Trust could see around 10,000 pupils and students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact us.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronksley
CEO



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1. Our Mission (What we do)

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make a positive difference to their communities and society.

2. Our Values (What we believe)

At every level of the Trust, we fully subscribe to the Seven Principles of Public Life. Regardless of legal status, we expect a similar commitment from those with whom we work.

In addition, we are:

Committed to improving the lives of our young people

Clear on our approach to inclusivity and excellence

**Dedicated to the borough of Rochdale, its communities,
and its surrounds**

**Accountable for our actions. We will always seek solutions,
not blame**

**Responsible for one another. If one fails; we pull together. If one
succeeds; we celebrate. Success or failure; we all learn
We do what we say we'll do, and we do it well**

3. Our Vision (Where we want to be)

To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough.



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MAKING YOUR APPLICATION

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Click the APPLY NOW button on the job advert page on our website through My New Term.
2. Complete the application online

Deadline

The deadline for the post is **Wednesday 30th September 2026** to arrive no later than 12:00 noon.

Interviews are to be held week commencing 5th October 2026.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful at this time.

Salary

Sixth Form College Association Support Scale, points 20 – 24 (£37,734 - £42,081)

Start Date

As soon as possible.

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSiE, the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least one reference prior to interview.

Job Description

Job Title:	Trust Premises Manager
Reports to:	Director of Operations
Contract:	Permanent – Full-time – All year round
Salary:	Sixth Form College Association Support Pay Scale 20 - 24 (£37,734 - £42,081)
Location:	Based across Trust academies in Rochdale. Regular travel between academy sites will be required.
Start Date:	As soon as possible.

Purpose of the post

Overall, Purpose of the Post

The Trust Premises Manager will provide operational leadership and support across all academies within Altus Education Partnership. The role will work closely with academy site teams, school leaders and the Director of Operations to ensure consistently high standards of estate management, compliance, health and safety, sustainability, security and maintenance across the Trust.

The postholder will support academy premises teams, provide operational cover where required, lead improvement projects, assist the Director of Operations with onboarding and integrating new schools joining the Trust and contribute to the delivery of the Trust Estate Management Strategy.

Key Duties

Trust-wide Estate Support

- Support and mentor Premises Managers, Caretakers and Site Teams across the Trust.
- Promote consistent estate management standards and working practices.
- Undertake regular academy visits to review compliance, health and safety and operational effectiveness.
- Provide operational cover during periods of absence, vacancies or increased workload.
- Support academies in preparation for inspections, audits and compliance reviews.
- Act as a keyholder where required.
- Support implementation of Trust-wide systems, policies and procedures.

Onboarding of New Schools

- Support due diligence processes for prospective schools.
- Undertake estate condition and compliance reviews.
- Identify estate risks and investment priorities.

- Develop transition plans for integrating new academies into Trust systems.
- Support migration of compliance records, maintenance schedules and asset registers.
- Provide advice, support and training for premises teams joining the Trust.

Health, Safety, and Compliance

- Ensure all aspects of the estate comply with statutory regulations, including health and safety, fire safety, and accessibility standards.
- Conduct regular risk assessments and audits, taking prompt action to mitigate identified risks.
- Maintain up-to-date compliance records and ensure readiness for inspections or audits.
- Monitor compliance performance across all academies.
- Escalate compliance concerns and risks to the Director of Operations.
- Ensure contractor compliance documentation is maintained and current.
- Support the development and monitoring of Trust-wide compliance action plans.
- Ensure academy compliance records remain up to date during periods of operational support and site cover.

Capital Projects and Estate Development

- Support planning and delivery of estate improvement projects.
- Assist with condition surveys and investment planning.
- Monitor contractor performance.
- Support sustainability and carbon reduction initiatives.
- Contribute to long-term estate strategy development.

Emergency Planning

- Support academies during major incidents.
- Contribute to business continuity planning.
- Coordinate operational responses during severe weather events.
- Provide support during site emergencies and unplanned closures.

Operational Oversight

- Oversee the day-to-day running of the site, including cleaning, security, maintenance, and waste management.
- Ensure all critical systems (heating, ventilation, electrical, and plumbing) are fully operational and maintained according to a planned preventative maintenance schedule.
- Coordinate the scheduling and execution of maintenance tasks to minimise disruption to the school day.

Financial and Resource Management

- Prepare and manage budgets for premises management, ensuring cost-effective procurement and contract management.
- Monitor lifecycle costs of facilities and recommend strategic investments to senior leadership.
- Manage and maintain the school's asset register.

Sustainability and Environmental Responsibility

- Promote sustainable practices, including energy efficiency and waste reduction.
- Develop and implement initiatives to reduce the school's carbon footprint.

Event and Stakeholder Support

- Support school events and functions by ensuring facilities are appropriately prepared and operational.

- Build positive relationships with all stakeholders, including staff, students, parents, and external service providers.

Support for the Trust

The Premises Manager will:

- Work across the Trust, where support is needed.
- Be aware of and comply with all Trust policies and procedures, including child protection, health and safety, confidentiality, and data protection.
- Promote equality and ensure all members of the school community feel valued and respected.
- Contribute to the school's ethos and development plans.
- Undertake training and development as required to maintain professional expertise.
- Perform any other duties as required

Other

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An Enhanced DBS check will be carried out on the successful candidate
- The Trust is committed to equal opportunities for all
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work
- The terms and conditions are specified within the contract of employment

This job description is a representative document. Other reasonably similar duties may be allocated from time-to-time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person specification

No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS				
1.	Level 2 (GCSE A* - C) or equivalent in English and Maths	E	√	
2.	First Aid at Work qualification or willingness to work towards one.	E	√	
3.	IWFM (Institute of Workplace and Facilities Management) Membership or willingness to work towards one	E	√	√
4.	Full UK driving licence and access to a vehicle	E	√	√
EXPERIENCE				
5.	Experience of undertaking tasks using a range of skills to include some or all – painting, cleaning, joinery, electrical, plumbing, grounds maintenance, heating, and ventilation.	E	√	√
6.	Experience managing premises, estates or facilities across multiple sites.	E	√	√
7.	Experience leading premises or site teams.	E	√	√
8.	Experience managing statutory compliance.	E	√	√
9.	Experience of contractor management and procurement.	E	√	√
10.	Experience of working within a Health and Safety framework	D	√	√
11.	Experience of delivering estates maintenance programmes.	D	√	√
12.	Operate fire safety procedures to meet fire safety regulations.	D	√	√
13.	Experience working in a Multi Academy Trust.	D	√	√
14.	Experience onboarding schools into a Trust.	D	√	√
15.	Experience using estate management or compliance software.	D	√	√
16.	Experience of access control, security, and CCTV systems.	D	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
17.	Good interpersonal skills, with the ability to work with a range of colleagues, external contacts, and students.	E	√	√

18.	Ability to follow procedures and the aptitude to determine when a situation requires special consideration, escalation, or referral to a manager.	E	√	√
19.	Whenever required be able to work unsupervised when maintaining the delivery of the day-to-day services provided by the Estates Department for example cleaning and maintenance tasks.	E	√	√
20.	Ability to undertake tasks that require physical effort, e.g., lifting, portage duties, working at height.	E	√	√
21.	Excellent communication skills and the ability to maintain excellent professional relationships with young people and other stakeholders.	E	√	√
22.	High standards of quality in relation to keeping a building and grounds clean, safe, and well maintained.	E	√	√
23.	Awareness of the Equality Act.	E	√	√
24.	Awareness Health and Safety legislation.	E	√	√
25.	Ability to work under own initiative and self-motivated.	E	√	√
26.	Willingness to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of the college as requested.	E	√	√
PERSONAL CHARACTERISTICS				
27.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
28.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
29.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



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