

Site and Premises Management Training 2020

Thursday 22nd October 2020

Manchester

£269.99 + VAT



We are delighted to invite you to the Site and Premises Management Training 2020. We have worked with Site and Premises managers across the country to tailor the agenda to address your main pressures and concerns.

The course comes with an extensive pack of written materials for you to take back to your school.

Sessions on this years' training include:

- Health and Safety – ensuring compliance within your school
- Risk management – monitoring and maintaining assessments
 - Maintenance – surveys, plans and contractors
 - Managing your budgets – working with the SBM
- Managing your staff – performance and development

09.00 - 09.30

Registration and refreshments

9.30 - 10.30

Health and safety – staying compliant

- Overview of main Health and Safety laws
- Understanding your legal requirements and responsibilities Duty of Care
- Implementing robust policies and procedures to ensure compliance
- Effective staff training to encourage compliance

10.30 - 11.00

Mid-morning refreshments and networking

11.00 - 12.00

Risk management in your school

- Risk management plan
- Building a risk-aware culture within your school
- Keeping your risk management plan and assessments up to date
- Exploring security risks
- Emergency planning - where to start?

12.00 - 13.00

Essential school maintenance

- Common types of school buildings and grounds – the challenges
- Reactive, cyclical and planned maintenance
- Keeping up with regular condition surveys
- Outsourcing contractors – when to hire and what documents are needed?

13.00 - 14.00

Lunch and networking

14.00 - 15.00

Managing your budgets

- Working with the SBM and Headteacher
- CDM – Costing and quotations – cost or quality?
- Monitoring your budgets to ensure best value is achieved
- Funding for your maintenance plan

15.00 - 15.15

Afternoon refreshments and networking

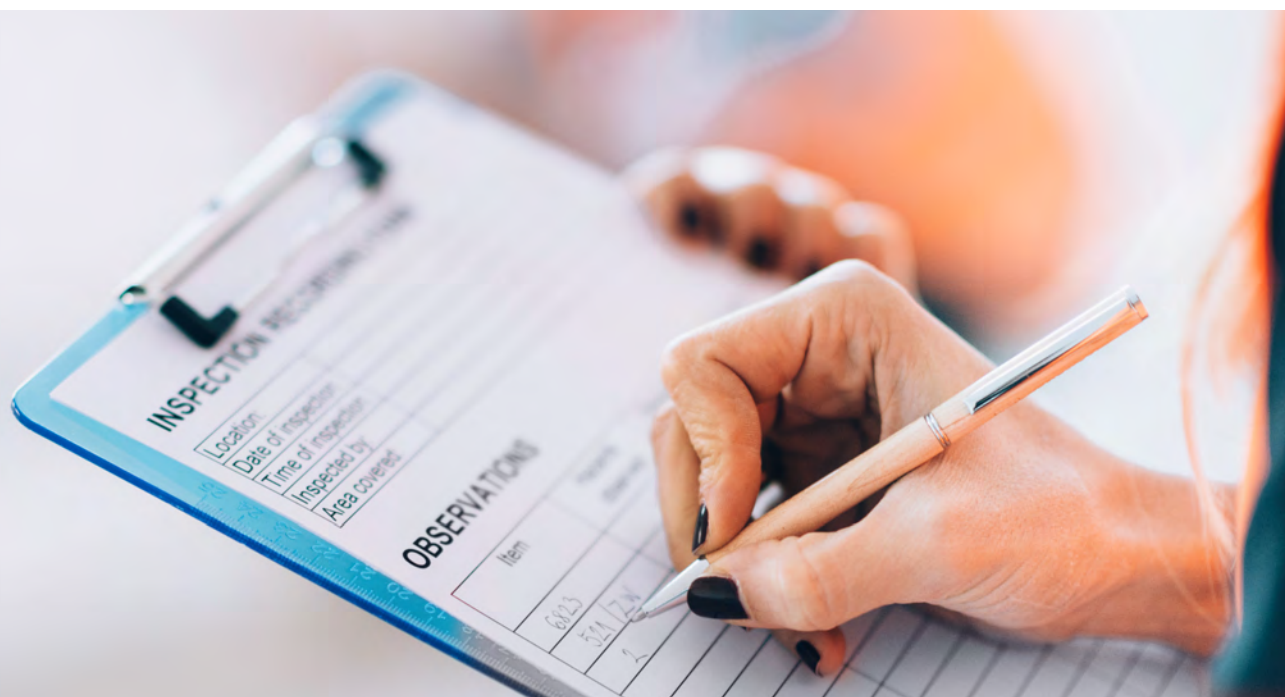
15.15 - 16.00

Managing your team

- Ensuring your site is adequately covered
- Allocating weekly and monthly tasks
- Monitoring performance and development
- Training your staff for safe use of equipment

16.00

End of training



The Trainer: Martyn Palfreyman

Martyn Palfreyman is Vice Principal at a large Academy in the West Midlands. He has 20 years' experience across the different education sectors, having taught in primary, secondary and further education. He worked in a large Further Education College for 8 years, specialising in Post 16 education and has led the Sixth Form in his current Academy. He has been recognised as a proactive, upbeat and hands-on leader who is able to get back to basics and make a difference. He is passionate about creating a positive step change in the education and life chances of young people and has a management style of openness, honesty, approachability and teamwork. He has built up a reputation for delivering top quality, easily accessible CPD to Sixth Form staff across the country. Martyn feels strongly that the Sixth Form Administrator has a fundamental role to play in supporting the Head of Sixth Form. His own Sixth Form Administrator has been key in driving up standards and improving levels of pastoral care and attendance in the Sixth Form.



Site and Premises Management Training 2020 - book your place now!

This course is just £269.99 +VAT per person - we offer discounts for multiple bookings so please contact us for prices: **t:** 020 8611 2605 **e:** RTA-Events@forum-training.com **w:** www.rta-training.co.uk

Please book me a place on the **Site and Premises Management Training**

Manchester | 22.10.2020 | £269.99 + VAT = £323.99 Total | PRODUCT REF: 954006/3890

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Finance officer name: _____ Finance dept email address: _____

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