

# Premises Assistant

## Part Time – 12 Hours Per Week





# Welcome Letter

Dear Candidate,

Thank you for your interest in joining our highly motivated, innovative team of around 20 teachers and 35 associate staff from all walks of life. We are a highly collaborative, mutually supportive and dedicated staff team. The Abbey also benefits from being part of the Weydon Multi Academy Trust ([www.weydonmat.co.uk](http://www.weydonmat.co.uk)).

We are fortunate to have a great staff, both teaching and non-teaching. Visitors frequently comment on the warm and welcoming atmosphere in the school. Working together to understand the unique, learning and additional needs of our 134 students, sharing expertise and embedding best practice are all hard-wired into our weekly schedule. There is plenty of support for continuing professional development for those who want to progress their careers and for those who want to become even better at what they do.

Expectations for student outcomes are high and helping them overcome barriers to learning is a vital part of our role. Practitioners at The Abbey gain a significant proportion of their job satisfaction from the little 'wins' every week and develop a fantastic understanding of SEND. All of our students have learning needs and approximately 40% have a diagnosis of Autism and/or speech, language and communication needs.

Structure and routine are vital, but the curriculum is an ambitious combination of academic and life-skills learning to prepare our students for future education and training, more independent living and better employment prospects so no two days are the same. We embrace the challenges, seeking solutions and improvements and are not afraid to try new things. We share the 'laughs' and celebrate the achievements.

I very much look forward to receiving your application and perhaps having the opportunity to meet you beforehand, introduce you to our fantastic students and staff and show you our amazing school. I would also encourage you to have a look at the school website [www.abbey.surrey.sch.uk](http://www.abbey.surrey.sch.uk) - the Year 11 leavers' films in the news area give you a fantastic insight into the Abbey School journey for our students.



David Jackson - Head teacher





## Job Advert

Post: Premises Assistant to Premises Manager  
Employer: The Abbey School  
Location: Farnham, Surrey  
Salary: Actual : £6,919-£7931 FTE : £24,133-£27,663. Scale: WA4-10 to WA4-16  
Contract type: Part Time, 12 hours per week. Flexible working Mon-Fri (term time only)  
Job starts: ASAP  
School type: Secondary Special, 11-16, mixed gender

Primarily the Premises Assistant's role day-to-day will be to support the Premises Manager in the smooth running of the school.

Duties could include some of the following:

- receiving deliveries
- setting up tables and chairs (occasionally) for lunches, events or assemblies
- supporting with quote gathering, (occasionally)
- contractor management/ensuring their due diligence/safeguarding students (training will be provided)
- Use of our daily work management IT system - (Every for compliance management and reactive maintenance issues raised by the team). Training will be provided
- Small maintenance tasks around the school (not essential)
- Health and safety checks (training can be given)
- Combined role looking after the health and safety of the site

We are looking for a capable and motivated individual to join our school within the Premises division. Assisting the Premises Manager, you will be ensuring our school premises are always maintained to an exceptionally high standard. This is an exciting opportunity to work with 'outstanding students' (Ofsted) in a supportive, friendly and professional environment. The ideal candidate will enjoy a varied and busy workload and keen interest in working in a busy school environment. This role could suit someone who enjoys a varied day. Put to use your IT skills, administration experience and enjoy working autonomously or as part of a team.

Working in a special school is extremely rewarding and our students continue to amaze us on a daily basis with their attitudes, achievements and behaviour. We welcome you to come and meet us and see our fantastic students and staff in action prior to placing your application.

If you would like to visit us before applying or would like to receive further information, please contact [recruitment@abbey.surrey.sch.uk](mailto:recruitment@abbey.surrey.sch.uk) for further details or contact Zoe Mackie on: 01252 725059.





# Job Description

## Duties and responsibilities

### Premises Assistant

The Premises Team have a number of duties they carry out to ensure the safety and well-being of the staff, visitors and students on site. The list of the Premises Team is comprehensive and is detailed below, however, the key parts of the Premises Assistant's role are as follows:

Key aspects may include:

- Ensure the EVERY Compliance system is kept up to date and all statutory and non-statutory checks are completed in a timely manner.
- Working with the Premises Manager, arrange for major repair works to be carried out including sourcing quotations.
- Meet regularly with the Premises Manager advising of any maintenance or repair work necessary. Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Liaise with contractors or external agencies, as appropriate, regarding access to the site.
- Liaise with contractors on site for repair or maintenance work under the direction of the Premises Manager. Inspect, monitor and record work performance, assisting the Premises Manager or other appropriate manager to ensure work is carried out to the required standard.
- Maintenance of electrical goods/lighting systems, including changing bulbs and PAT testing.
- Ensuring the building and site are left in a secure situation which includes locking/unlocking of school gates and external/internal doors and closing windows.
- Registering as a key holder and being a point of contact in an emergency callout situation.
- Undertake termly Health and Safety Inspections with the Premises Manager, acting upon any issues highlighted.
- Take responsibility for own Health and Safety and that of other persons who may be affected by your work.
- Liaising with and monitoring the contractual grounds maintenance companies.
- To carry out adhoc duties as and when required.
- Reporting to the Premises Manager, training will be provided where required.



Premises' Team Full List of Duties & Responsibilities (of which the Premises Assistant may be involved in)

**Site Management can include:**

- Ensure the implementation of school policies in all areas of the school where relevant to the maintenance management of the school.
- Preventing trespassing and the parking of unauthorised vehicles within the premises. Ensure vehicles accessing the site do so in a safe manner and ensure Car Park Risk Assessment is followed fully to safeguard all students and staff.
- Operate fire and burglar alarm systems, including key holder responsibility.
- Recording monthly meter readings for utilities eg gas, water, electricity and passing this information to the Operations Manager as required.
- Carry out minor maintenance works/repairs/DIY that do not require the engagement of a contractor.
- Carry out specified procedures in the event of fire, flood, breaking and entering, accident or major site damage. You need to be aware of location of first aid equipment and facilities.

**Security can include:**

- Being responsible for ensuring routine and emergency opening of school premises and grounds.
- Alerting the Operations Manager/ Head Teacher to any risk of breach of security.

**Health and Safety can include:**

- Carrying out the testing of the fire alarm system on a weekly basis, recording the results in the fire log book.
- Ensuring that the emergency lighting is tested, per circuit, on a monthly basis, recording the results in the fire log book
- Ensure that the school's planned preventative maintenance checks are carried out, including the assessment and control of Legionella risks and Asbestos risks, by a specialist company in accordance with statutory requirements and accessible records are kept.
- Weekly flush of little used outlets
- Descaling of shower heads and kettles/staffroom boiler.
- Monitor the temperature of the school water supply and undertake regular asbestos and legionella checks as required by the EVERY Compliance system.
- Undertake electrical testing of portable equipment within the agreed schedule.
- Regularly inspect playground equipment and repair where required.



#### **Cleaning can include:**

- Managing and monitoring the performance and standards of cleaning carried out by the cleaning contractor.
- Overseeing and arranging all other cleaning which does not fall within the contractual arrangements eg window cleaning.

#### **Lighting and heating can include:**

- Ensuring that all lighting is kept in good working order, checking light bulbs, fluorescent tubes etc are working and replace as necessary
- Operate external lighting systems, adjusting as appropriate to the time of year.
- Ensuring that the school is adequately heated and hot water is available.

#### **Porterage can include**

- Taking delivery of and distributing any stores, materials and other goods and storing them.
- Moving of furniture and equipment, or any other lifting tasks required by the school.
- Setting up chairs and tables as required, for assemblies and whole school events.

#### **Grounds maintenance can include:**

- Ensuring that playgrounds, paths and driveways are in a safe and clean condition and free from litter.
- General supervision of the playground, the car park and open spaces.

#### **Training can include:**

- Attending whole school INSET days sessions
- Undertaking training courses related to the role.
- Attending any external or online training course which relates directly to the role.

#### **Miscellaneous can include:**

- Carrying out day to day tasks as reasonably instructed by the SBM or Head Teacher.
- Maintaining confidentiality where necessary.
- Reporting any incidents/accidents.
- Making sure that use and storage of chemicals is in accordance with COSHH.
- Operating in accordance with school policy and in particular to ensure health and Safety requirements are met
- Ensure all caretaking equipment is in a safe and efficient working condition and take out of use any equipment known to be faulty and arrange repairs, advising the SBM of action taken. Store safely and catalogue all such equipment.



**Whole school responsibilities:**

- Participate in the performance management process agreed in school
- Play a full and active part in the life of the school.

**General notes:**

- The responsibilities listed above are the basic essentials of the post- it is always open to the postholder to propose ways of expending these responsibilities.

Experience & Person Specification

- IT literate and/or a willingness to learn about IT and MIS systems
- Be able to undertake Health & Safety checks (training can be provided)
- Experience of working within a school is not essential but could be advantageous
- We're seeking someone who is; reliable, trustworthy, conscientious, honest and punctual
- Willing and able to undertake training/development to broaden skills
- Flexible in approach and happy to adapt to changing situations
- Enhanced DBS clearance
- Satisfactory references

Hours of Work

- 12 hours per week, term time only

The Premises Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the WMAT staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



# Person Specification

Qualifications	Essential	Desirable
• Experience of working in a school		*
• Experience of working in a responsible/trustworthy role before		*
Reporting to		
The Premises Manager		
Personal Qualities	Essential	Desirable
• IT Literate	*	
• Reliable, Conscientious	*	
• Able to use initiative	*	
• Trustworthy	*	
• Friendly	*	
• Ability to work on own or as part of a team	*	
• Flexible in approach and happy to adapt to new situations	*	
Safeguarding	Essential	Desirable
The ability to form and maintain appropriate relationships and personal boundaries with students	*	
Committed to safeguarding and promoting the welfare of children and young people (References)	*	





# Project 2022

The Abbey has recently undergone huge investment as we expand from a 2 to 3 form entry school to support Surrey County Council's SEND Sufficiency Strategy.

'Project 2022' now has:

- 15 x general classrooms (nine of these will be brand new)
- A brand-new specialist Computing classroom
- A brand-new Food Technology classroom
- A brand-new specialist Art room
- A brand-new specialist Music/Drama classroom
- A brand-new Design Technology classroom
- Two specialist Science labs (one of these will be brand-new)

In addition, there is:

- A new, purpose-built Learning Resource Centre (LRC)
- A full size sports hall and two new PE storage areas
- A brand-new multi-use games area (MUGA)
- A brand-new staff room
- A brand-new school office
- A new, fully-furnished waiting area for parents, carers and visitors to the school
- A brand-new conference/meeting room
- 4 additional therapy rooms
- New boys' and girls' PE changing rooms
- Five additional offices
- Two new disabled toilets
- A state-of-the-art staff workroom

This is a really exciting time for The Abbey as our school has been transformed allowing us to expand and flourish in our new buildings with their first-class technology.

Recently and as part of Project 22 we have completely refurbished our IT network and systems across the school. More than £200,000 has been spent on achieving this. All classrooms are now equipped with state-of-the-art interactive whiteboards, wi-fi and an internet-based phone system. Every student has also been provided with their own Chromebook fully funded by the school to aid their learning which came at no cost to our parents. These are regularly used in lessons.



## The Abbey can offer:

- Amazing students who want to learn
- A brand new, state of the art, English classroom
- Excellent IT facilities in a modern school fit for 21<sup>st</sup> century teaching
- A range of CPD opportunities to support professional development inside and outside the classroom.
- A range of evidence-informed strategies to support teaching and learning inside the classroom.
- A consistent approach to behaviour which ensures learning is not disrupted.
- A welcoming and supportive staff community
- Opportunities to collaborate across a range of mainstream and specialist provision schools within the Weydon MAT.
- External leadership/NPQ opportunities, including supporting masters' applications and aspiring senior leader's development programme
- On site car parking
- Westfield Health Cash Plan

<https://www.westfieldhealth.com/individual/health-cash-plan>





# How to Apply

Please complete the application form provided (or download a copy from the school website <https://www.abbey.surrey.sch.uk/1270/vacancies> ) and send to:

**Zoe Mackie,**  
**Operations Manager**  
**The Abbey School, Menin Way, Farnham GU9 8DY**  
**e-mail: [recruitment@abbey.surrey.sch.uk](mailto:recruitment@abbey.surrey.sch.uk)**

The Abbey School reserves the right to interview candidates before the closing date.

**PLEASE NOTE THAT NEITHER CVs OR COVERING LETTERS WILL BE ACCEPTED**

This role is available for an immediate start.

Closing Date; Will remain open until position is filled

**We look forward to receiving your application to join our  
dedicated and passionate team**

**The Abbey is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.**

**The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.**

Enclosures/attachments:

- Application Form
- WMAT Staff Prospectus
- FPN for Applicants