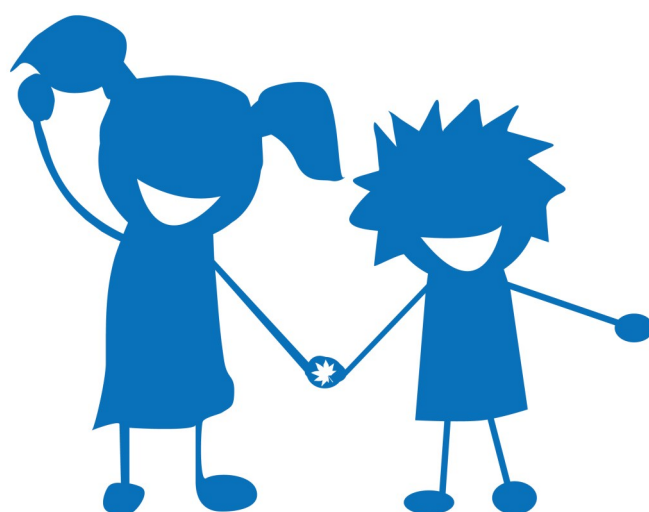




Myatt Garden Primary School

***Premises Assistant***  
**Applicant Information Pack**



# Head Teacher's Message

Dear Applicant

Thank you for taking the time to consider Myatt Garden. We have a long tradition as a creative school, where children are offered a rich curriculum that engages them as active participants in experiential learning.

It is our staff that support, inspire and motivate our children who are at the heart of everything we do. The Myatt Garden team work exceptionally hard with a real sense of team spirit - we are all in it together!

An attractive, safe and well-maintained site supports our children's learning and we are excited about welcoming a new premises team member to our school. If Myatt Garden sounds like the right school for you, please come and visit us. We look forward to showing you all that makes Myatt Garden such a special place to work and learn.



*Sally Williams*

## Business Manager's Message

The Premises team at Myatt Garden are dedicated, hardworking and always take pride in maintaining our school building and keeping it safe.

They play an integral role in our school. They are well supported and deeply valued by all our pupils and staff.

The premises assistant would be joining us ahead of a busy year as we have a few projects planned. We would very much like to welcome someone enthusiastic, reliable and motivated. Although experience working in a school is desirable, we are more than happy to accept applications from those without such experience but have the skills necessary to hit the ground running, and a great work ethic. If that's you, please get in touch.



*Eli Tabiri*

# A bit about our school...



Myatt Garden is a vibrant and creative two-form entry primary school in Brockley. There are 361 children on roll, including our nursery. The school serves a very diverse community with our pupil premium children making up about 25% of our roll and 61% of our pupils belonging to global majority groups.

We place a high value on a broad and balanced curriculum which ensures children are passionate about learning and ready for future challenges. We have a strong shared vision where all our children are encouraged to **enjoy and excel at learning and life**. We have created a vibrant and enriching learning community where children, staff and families are valued, included and respected, and where all are encouraged to develop and achieve their potential and make a contribution.

We believe in the ability of every child and our mission is to create an environment where children have:

- ◆ the learning and social skills to succeed and contribute
- ◆ the confidence, enthusiasm and self-belief to achieve, create and participate
- ◆ the curiosity and passion to problem-solve, take risks and be ambitious
- ◆ and a sense of social responsibility that makes them team players, great friends and active citizens.

“I want to send a heartfelt THANK YOU to all those teachers, TAs, PTA members, volunteers and support staff who make our school function in an age of austerity. Myatt Garden Primary literally turned my girls’ lives around.”

“Myatt Garden has been more than a school, a place where a real community was allowed to grow, where not only the children but their whole family felt a real sense of inclusion and support”



Myatt Garden is a popular school and highly regarded in the local community. Pupils and parents consistently report that they are proud to attend the school.

Like all Lewisham schools, we have signed Lewisham’s Race Equality pledge to tackle race inequalities in education. In order to move from pledge to practice, we have made anti-racism central to our school improvement plan and envisage this focus continuing for a number of years.

Our last Ofsted inspection was in 2025 where we remained a good school. We are categorised as a high performing and self-improving “core” school by the Local Authority.



## Working at Myatt

Our school is full of enthusiastic and talented teachers and support staff who put the children at the heart of everything they do.

At Myatt Garden we value the wellbeing of all of our staff. It is a key focus that informs every decision we make.

Come and join our team at Myatt and benefit from:

- ◆ A stable, supportive and dedicated staff team who are passionate about what they do
- ◆ Respectful, kind and eager pupils who love learning
- ◆ An approachable, flexible and compassionate senior leadership team
- ◆ Opportunities to join working groups and have your say in policy making and strategy across the school.
- ◆ Excellent CPD opportunities and mentoring
- ◆ Staff wellbeing committee and mental health champions
- ◆ Free tea and coffee in our regularly stocked staff room
- ◆ Free onsite car park
- ◆ Whole staff social events
- ◆ Team spirit and a 'can do' culture



Above all, Myatt Garden is an inclusive school that celebrates and embraces our differences. We invite you to come and be your authentic self at our school and to use your unique experiences to enhance the learning of our pupils.





“We all feel trusted by senior leaders not just to do our job but to make our mark. Each day I see the difference that I make. I feel empowered, supported, respected and fulfilled. That’s the magic of Myatt!”

“There's a strong community feel at Myatt and supply teachers always comment on the warm atmosphere. Staff are really friendly and always supportive of each other; it's one of the reasons why so many of us have stayed here for so long!”

# Job Summary

Myatt Garden is looking for a Premises Assistant on a full time, all year round contract.

The successful candidate will join a team that strives to ensure that all children and staff are safe by working to maintain the condition of the school building. The Premises Assistant will report to the School Business Manager and will have responsibilities including cleaning, security, portage and health & safety.

The successful candidates must be available to start in **November 2026 or as soon as possible thereafter**, and will be expected to work all year round. We are offering an annual salary of £33,513—£34,488 (NJC Pay Scale 4).

We know that the best way to get a true feel for our school and what we are like at Myatt Garden is by visiting us. We encourage all considering this role to come and visit our school. Please contact **Eli Tabiri**, the School Business Manager, by telephone on 020 8691 0611 or send an email to [recruitment@myattgarden.lewisham.sch.uk](mailto:recruitment@myattgarden.lewisham.sch.uk) to arrange a visit.

We welcome applications from people from all sections of our wider community. The closing date for all applications is at **9 am on Monday 28th September 2026**.



# Job Description

|                 |                             |
|-----------------|-----------------------------|
| Job Title       | Premises Assistant          |
| Scale           | Scale 4                     |
| School          | Myatt Garden Primary School |
| Responsible to  | School Business Manager     |
| Responsible for | N/A                         |

## MAIN PURPOSE OF JOB

To ensure the general upkeep of the school premises, and for providing a safe, secure, clean and warm environment for all site users and visitors. Working under the direction of the School Business Manager, the Premises Assistant will have responsibility for structure/s and plant and for carrying out the duties of the post with regard to the Local Authority and school's equal opportunities policy and shared values.

## RESPONSIBILITIES

### Security

- ♦ Daily opening and locking of school, gates, doors and windows as appropriate
- ♦ Main keyholder during periods when the school premises is closed and first point of contact for out of hours emergencies including evenings, weekends and holidays
- ♦ Take reasonable steps to minimise loss or damage to property and staff. Patrolling site at appropriate intervals
- ♦ Ensuring that intruders are dealt with adequately in accordance with the School's practice and subject to guidelines on health and safety requirements and where necessary informing the Police
- ♦ Report any burglaries to appropriate authorities including the School Business Manager and the Headteacher
- ♦ Ensure gates and entrances are kept clear and that parking restrictors are in place when appropriate. Deal with dangerously parked cars both onsite and immediately outside the school gates
- ♦ Ensure any keys that are issued to you are kept in a safe place
- ♦ Ensure that visitors and contractors' log books are kept clear
- ♦ Assist with regular checks e.g. fire safety appliances, security gates and perimeter fencing, and arrange any necessary repairs needed
- ♦ Take responsibility for fire and service alarms, servicing and upkeep. Ensure records are kept accurately

### Maintenance

- ♦ Take responsibility for maintenance and upkeep of premises and grounds, including buildings, fixtures, fittings and furniture. Premises include the main school, the school house and nursery
- ♦ Carry out minor repairs and report defects to line manager—obtain quotes, order repairs and work after agreement with line manager, and arrange work to be done with contractors
- ♦ Engage in preventative maintenance - especially in order to eliminate potential hazards
- ♦ Use any specific skills or expertise where possible
- ♦ Take responsibility for checks on drains, gullies, toilets etc. taking appropriate action as necessary
- ♦ Take responsibility for supervising contractors on site including cleaning and ground maintenance, ensuring safety procedures are adhered to and work completed satisfactorily
- ♦ Organise the cutting back of bushes or protruding low level trees

## Heating, Ventilation and Plant

- ♦ Take responsibility for recording gas, electricity and water meter readings regularly
- ♦ Dealing with faults and defects including checking and replacing fuses as necessary up to 30 Amps
- ♦ Check and replace lamps, tubes etc. in light fittings
- ♦ Replacing fire alarm glasses if appropriate
- ♦ Assist with testing fire alarm and other alarms regularly and keep accurate records
- ♦ Check tanks regularly and daily inspect boiler dials
- ♦ Check functioning of heating and hot water systems in order that the required temperatures are maintained throughout the school
- ♦ Report faults to School Business Manager

## Health & Safety

- ♦ Maintaining a safe and healthy environment including the playground areas to allow for pupils to safely engage in OPAL play. Refer all hazards to the School Business Manager
- ♦ Investigate and report all accidents and potential hazards involving staff or plant for which responsible
- ♦ Have knowledge of use and maintenance of fire precautions and equipment
- ♦ Clear ice and snow, putting down salt to give access and egress to site
- ♦ Check safety doors are secured against unauthorized entry where appropriate
- ♦ Take responsibility for appropriate notification to exterminate pests and vermin ensuring that such work is carried while pupils are not onsite
- ♦ Carry out risk assessments and update when necessary
- ♦ Carry out COSHH assessments and ensure safe handling of chemicals
- ♦ Maintain a hazardous waste log including fluorescent tubes, old fridges, computer equipment etc and arrange collection by approved contractors.
- ♦ Monitor and protect against legionella including organising water testing, carrying out weekly temperature checks and keeping a log of all relevant information
- ♦ Assist with the management of the following annual checks and keep all records, certificates and weekly test logs up to date: Air conditioning modules, gas safety checks, boiler servicing, fire fighting equipment, fire alarm testing, intruder alarm testing, PE equipment servicing, PAT testing, fixed electrical testing, COSHH Sheets, electrical works certificates, clinical waste contract, feminine hygiene bins, pest control, emergency lighting, shade sails, lifts and other statutory checks
- ♦ Provide health and safety advice to staff. Carry out health & safety inductions with new employees and assist with delivering training
- ♦ Understand the need to keep children safe
- ♦ Ensure that all allegations of misconduct or improper behaviour involving pupils are reported to the line manager
- ♦ Understand the importance of sharing relevant information, in a timely manner with the designated safeguarding lead

## Porterage

- ◆ Dustbin management – waste removal - including arranging extra collections or skip removal when necessary
- ◆ Help all school staff - e.g. assisting with large display mounting, moving sets for productions, moving of classroom and shared area furniture, repairs to classroom/ school equipment
- ◆ Erecting and putting away outdoor nursery and reception equipment
- ◆ Within capabilities remove and store furniture in available storage facilities
- ◆ Moving equipment, resources and furniture including dining tables and chairs where necessary

## Cleaning

- ◆ School Ground - sweeping, clearing litter and debris including garden areas. Ensuring that the playground areas are hazard free at all times. Empty all litter bins on a regular basis
- ◆ Weeding on hard surfaces excluding the use of pesticides except during the school holidays
- ◆ Report any issues with the work of cleaners to the School Business Manager
- ◆ Check for and clean up bodily fluids and check for soiling of toilet areas throughout day subject to guidelines on Health and Safety
- ◆ Clean internal windows throughout from a standing position to arms reach
- ◆ Ensure stock of cleaning supplies and paper towels and tissues are maintained in store cupboards
- ◆ Cleaning of school hall floors

## Additional Duties

- ◆ Maintain a high profile around the school so that pupils, staff and parents are familiar with the role
- ◆ Act as Lettings Officer on behalf of the school as delegated by the School Business Manager
- ◆ Banking any monies, as and when required
- ◆ Monitor and approve expenditure under appropriate budget headings and ensure expenditure on services (i.e. water, gas, electricity, gas) is monitored and checked for accuracy
- ◆ Manage deliveries of stock, supplies etc. moving them to correct storage sites
- ◆ Internal and external painting and decorating as required and approved by line manager
- ◆ Regularly checking and updating 'Every' the school's business management software tool
- ◆ To attend and take an active part in the Health, Safety & Wellbeing Committee meetings and carry out any follow-up work
- ◆ Keep up to date with all current legislation. Agree to undertake relevant training as required. Engage with the performance management and appraisal process
- ◆ Any other duties and requests consistent with the overall purpose of the job as required by the School Business Manager or the Head Teacher

## Equalities

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

Staff are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but in consultation, may be changed by the Management to reflect the changing needs of the school. Job descriptions will be commensurate with the salary and job title.

# Person Specification

| Qualifications & Training | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Desirable                                                                                                                                                                               |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | <ul style="list-style-type: none"> <li>♦ Level 2 or equivalent in English and Maths</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>♦ First Aid</li> <li>♦ Health &amp; Safety Training</li> </ul>                                                                                   |
| Knowledge & Experience    | <ul style="list-style-type: none"> <li>♦ Working in a team</li> <li>♦ Maintenance, cleaning and security duties</li> <li>♦ Maintaining a safe and tidy work environment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>♦ Good knowledge of health and safety regulations</li> <li>♦ Awareness of health and safety in a school environment</li> </ul>                   |
| Skills                    | <ul style="list-style-type: none"> <li>♦ Ability to work flexibly, independently and as part of a team</li> <li>♦ Basic DIY and maintenance skills</li> <li>♦ Ability to plan, organise and prioritise</li> <li>♦ Ability to assess potential hazards</li> <li>♦ Ability to communicate effectively verbally and in writing</li> <li>♦ Basic computer skills including word processing, email etc.</li> <li>♦ Ability to deal with parents and children with tact and sensitivity</li> </ul>                                                                                                                                                                    | <ul style="list-style-type: none"> <li>♦ Ability to monitor and report on structural repairs/defaults</li> <li>♦ Observation/recording skills to monitor contractors on site</li> </ul> |
| Personal Qualities        | <ul style="list-style-type: none"> <li>♦ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>♦ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>♦ Ability to work under pressure and prioritise effectively</li> <li>♦ Commitment to maintaining confidentiality at all times</li> <li>♦ Commitment to safeguarding and equality</li> <li>♦ Embraces change well</li> <li>♦ Deals with difficult situations effectively</li> <li>♦ Be respectful and conduct yourself professionally</li> </ul> | <ul style="list-style-type: none"> <li>♦ Able to work flexibly and out of school hours as required</li> </ul>                                                                           |
| Physical Requirements     | <ul style="list-style-type: none"> <li>♦ Be reasonably fit to carry out the duties of the job</li> <li>♦ Able to carry out some manual handling and lifting</li> <li>♦ Able to carry out work at high levels using appropriate equipment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                         |

# Selection Process



To apply for this role please complete the accompanying application form and submit this via email to [recruitment@myattgarden.lewisham.sch.uk](mailto:recruitment@myattgarden.lewisham.sch.uk) or by post at Myatt Garden Primary School, Rokeby Road, London SE4 1DF.

All applications must be received by **9 am on Monday 28th September 2026**

## Shortlisting

Applications will be shortlisted by the panel on **Monday 28th September 2026**

All shortlisted candidates will be contacted via email or telephone by the afternoon of **Tuesday 29th September**

Shortlisted candidates may be subject to an online search.

## Interviews

Interviews will be held on **Friday 2nd October 2026**. All shortlisted candidates will be required to undergo tasks to assess their skills and knowledge. This will include walking the school site and reporting on observations.

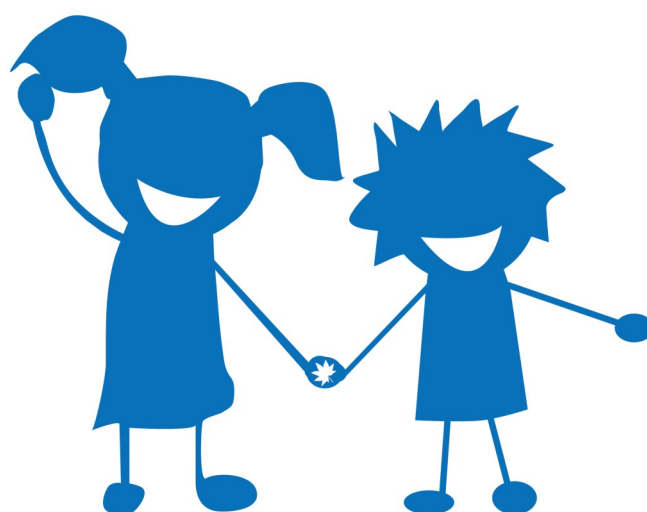
## Appointment

The successful candidates would be expected to start **November 2026 or as soon as possible thereafter**.

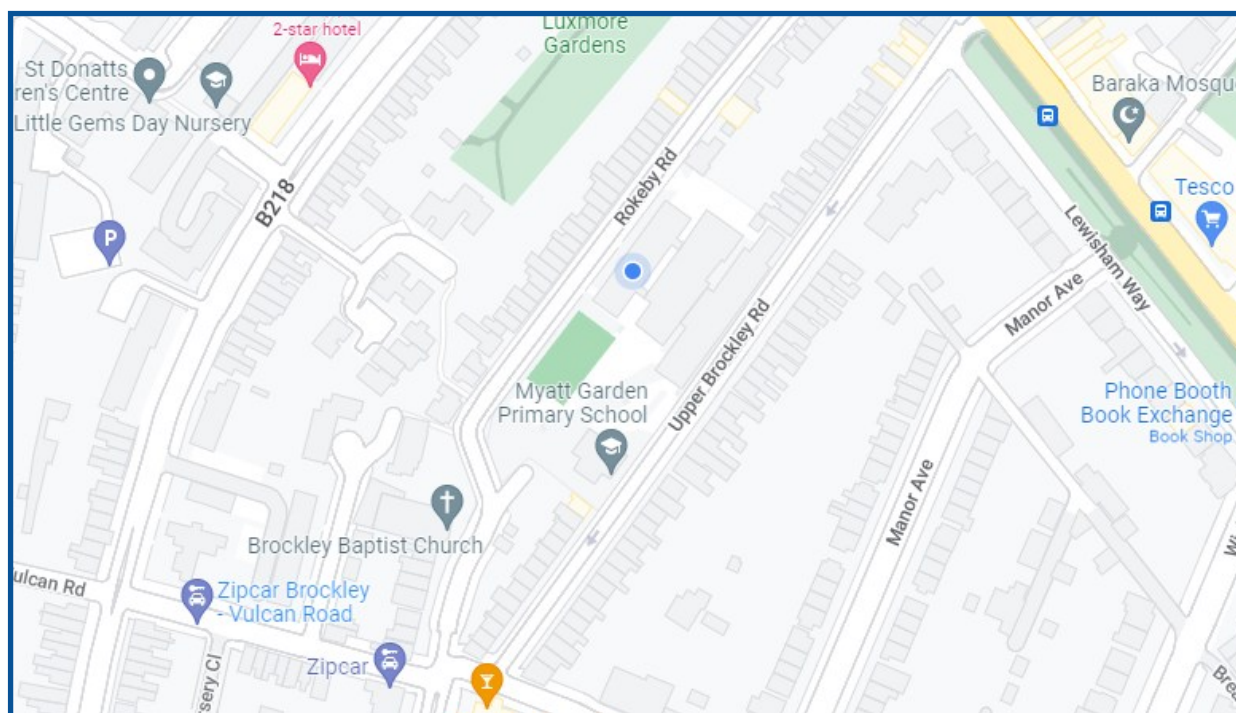
This post is exempt from the Rehabilitation of Offenders Act, any criminal convictions will need to be declared if you are appointed.

Myatt Garden School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful appointment will be subject to an enhanced DBS check and suitable references.

If you would like more information please contact **Eli Tabiri** on 020 8691 0611 or send an email to [recruitment@myattgarden.lewisham.sch.uk](mailto:recruitment@myattgarden.lewisham.sch.uk).



## Myatt Garden Primary School



### Telephone

020 8691 0611

### Email

[recruitment@myattgarden.lewisham.sch.uk](mailto:recruitment@myattgarden.lewisham.sch.uk)

### Address

Rokeby Road, London SE4 1DF