

# Premises Assistant

## Newington Green Primary School

Ofsted Outstanding – July 2024

# Welcome and information about the Federation

Dear Candidate,

Thank you for your interest in applying for the post of Premises Assistant at Newington Green Primary School. We are vibrant, 2 form entry community schools, in the heart of Islington. We have significantly higher than average numbers of pupils who speak English as an additional language, as well as those entitled to free school meals. Our families come from a very broad range of backgrounds, and we pride ourselves on our shared commitment to each other and our schools.

We are advertising for this role, taking a leading role in our Federation on Premises Assistant. This is an all year-round role, with approx. 23% employers' contribution to local government pension scheme, one of the best pensions offers around!

We are an 'outstanding' school, following our inspection in July 24. You will find a friendly and supportive staff, who are committed to improvement and having fun as staff team along the way!

The team structure for operations includes a Federation Business Manager, Data Management Administrator, Finance Admin Officer, HR Admin Officer and Receptionists. You will be based at Newington Green Primary School but will be required to work across the Federated schools where required. Your key points of contact will be the Federation Business Manager, Executive Head and Heads of School. Our operations staff are key to us delivering the best educational offer for pupils and we value them hugely in the Federation.

I came into post at Newington Green in April 2010 and have overseen significant change at the school. I became Executive Head at Rotherfield and Newington Green in February 2017, and there has been significant change at Rotherfield since then also. My key role now is to secure the Federation for the future as a vehicle to uplift and improve both schools. This role is crucial in supporting me, the Federation Business Manager, and the Heads of School, make our schools great environments for the children.

Our curriculum is rich and creative, including specialist teaching in computing, Spanish, music, and PE. We run a great range of extra-curricular clubs in both schools. We want to see our pupils develop as whole people; to understand their place in the community and the wider world around them.

I would be really happy to meet you and discuss your application informally over the phone or for you to visit and take a tour at either/both school/s.

I very much look forward to receiving your application,

Abi Misselbrook-Lovejoy Executive Headteacher



# Premises Assistant

- **Salary Grade Range:** NJC SC4 point 8-11
- **Actual Salary:** £31,434 to £32,817 per annum depending on experience and skills
- **Contract:** Full-Time, 35 hours per week, all year-round
- **Start date:** Flexible depending on candidate

Newington Green and Rotherfield are primary schools working in partnership in the heart of Islington. We are seeking a Premises Assistant to work across both settings (primarily based at Newington Green Primary School). We federated in July 2022, after 6 years of working together. This is an exciting time to join us as we seek to drive improvement for children in our schools educationally and socially. You will be part of a team of 9 staff working across the 2 schools, and working with a stable and committed leadership team, who have strong success in improving provision.

## You are:

- Someone who wants to make a positive difference to children's lives.
- Some relevant experience of buildings and asset management
- Understanding of building maintenance requirements and the ability to undertake minor repairs
- Ability to work effectively with a wide range of people, including the Headteacher, other school staff, students, parents, other agencies, and the local community
- Ability to prioritise own workload and that of staff in line with the job description
- Knowledge of the legislation specific to health and safety and related issues
- Good communication skills (both written and verbal)

## We offer:

- Pride in our diversity and sense of community.
- A dynamic federation.
- Great children who want to learn.
- Supportive management and Governance, with ambitious expectations.
- A strong sense of teamwork and collaboration.
- A commitment to excellent professional development for all staff.

Visits to the school are encouraged and can be organised by contacting the Rotherfield school office on 020 7226 6620, or Newington Green office on 020 7254 3092.

Closing date: Midnight on **5th February 2025**

Interview scheduled : **Monday 10th February 2025**

To apply for the role, visit [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs).

***Newington Green and Rotherfield Schools are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.***

# The Growth Learning Collective

The **Growth**  
Learning **Collective**

A community of learners

Over the last 6 months our board has consulted with staff, parents and the community, about developing our Federation. As part of this work, we have developed our vision and just renamed our Federation. Do these values chime with you? This could be just the place for your next career step!

***We believe by working together we can achieve more than working as stand-alone schools. We are welcoming and inclusive schools at the heart of their individual communities. We are committed to providing a safe, healthy and happy environment for children, staff and parents.***

***These are our core aims for our schools:***

- ***A broad and diverse curriculum offer, with enriching experiences***
- ***High academic outcomes for all pupils with an emphasis on fundamental knowledge and skills***
- ***That all children meet their full potential through a nurturing ethos***



# Newington Green Primary School

[Home](#) | [Newington Green Primary School](#)

**Newington Green** is a vibrant, two form entry school, with Nursery and two year old provision, serving a diverse community in Islington. The majority of pupils are of minority ethnic origin with Turkish, Somalian and Bengali being the largest ethnic groups in the school. The school has approximately 50% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils.

We were rated as outstanding at our last inspection(July 2024) but we constantly work hard to continuously improve our offer to children.

The school had a multimillion pound refurbishment to the main, and 2 subsidiary buildings. The quality of the learning and working environment is now exceptional. Classrooms have bespoke storage, we have a cookery suite, performance hall, gym hall, dining hall, art studio, Spanish Studio, Music Studio, Parent hub, conference suite and group rooms for each year group. All of our playgrounds have also been redeveloped and the quality of the spaces is fantastic for learning and playing.

We have a large kitchen onsite, with an additional room that has cooking facilities for staff and children. We have growing beds for vegetables and want to further develop our food provision.

On our website you will find many of our school policies. In particular the Learning Policy, Behaviour Policy and Marking and Feedback Policy will help give you an idea of how we work and our expectations here.

In 2016 we began a partnership with Rotherfield Primary School. In this partnership we share staff and resources with the aim of securing the best provision for our pupils. We have the following shared staff across both schools: Home School Worker, Premises Manager, Clubs Manager, Art Specialist, Spanish Specialist, Business Manager, Executive Head, Head Chef and a Computing Specialist.

We run wrap around care from 7.30am to 6.30pm, and have a range of enrichment clubs for pupils to attend.

We work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!

The very best way to find out if Newington Green is right for you is to come and visit us! This will give you a real sense of what it would be like to work here.

Our Executive Headteacher or Head of School will always be delighted to show candidates around and talk informally about posts available.



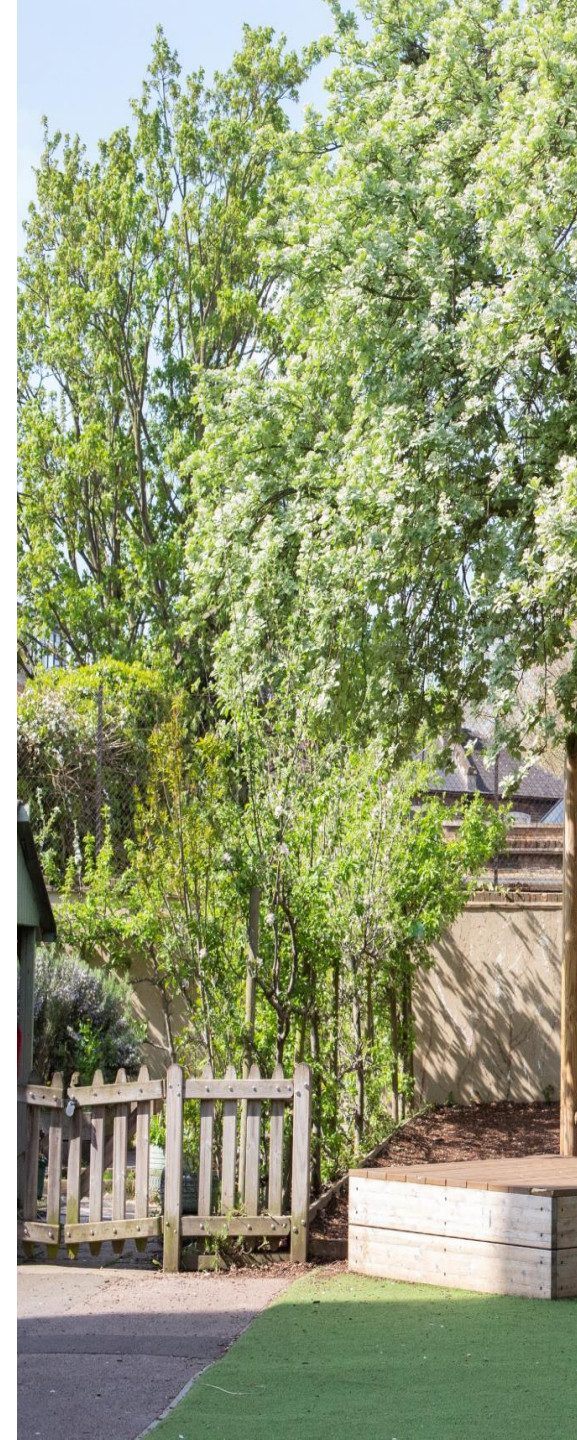
# Why do staff work here?

## **Janet- Both Newington Green and Rotherfield staff member**

As part of the Subject Specialist Team, I teach Spanish from Reception to Year 6 across the partnership. Teaching every child in two schools every week requires a lot of energy and meticulous organisation, but I love the variety this mode offers, delivering my subject across the age range, adapting language and activities to each cognitive stage.

As a subject specialist, I'm expected to design and deliver a creative curriculum which complements and enriches that of each main school. I'm supported in this by research-led teaching and learning CPD and we're encouraged to challenge our thinking and practice. The buildings and outside spaces in each school have very distinct architectural styles but both have been modernised to create great spaces in which to teach and learn.

When I started the role, I was struck by the children's growth mindset. I love working with such enthusiastic learners. They amaze me every day!



# Premises Assistant Job description

## **MAIN PURPOSE**

To provide effective Premises support to the Federation, ensuring this service runs smoothly and efficiently.

- To take day-to-day responsibility for the security and safety of the school/centre site and premises.
- Under guidance from the Premises Manager, to be responsible for non-structural repairs and maintenance, heating and ventilation and other general site services within the establishment.
- To oversee the general maintenance and cleanliness of the site to provide a safe, secure, and healthy environment for pupils, staff, parents, visitors, and other users.

## **Main duties:**

- To maintain and keep under review the security of premises, ensuring proper and regular patrols are undertaken and that alarms are properly maintained, used, reset as necessary and tested.
- To act as one of the main keyholders of the site, registered as such with the police, and to ensure that access to keys and the site is given only to authorised persons.
- To ensure that all windows, doors, and gates are opened and closed at appropriate times as specified by the Heads of School and Premises Manager.
- As keyholder, to be responsible for attending the site/premises in emergencies, taking appropriate action in the case of break-in, theft, or fire, including boarding up broken windows, repairing, or changing door or window locks and resetting alarms.
- To ensure the safe and efficient operation of all mechanical, electrical, and heating services on the site including.
- To monitor and take appropriate action to ensure proper and safe levels of heating, lighting, and ventilation.
- To assist the Premises Manager in developing a planned maintenance programme for the site.
- To undertake minor repairs and redecoration as required, in accordance with agreed guidelines, using appropriate tools and equipment.
- In emergencies, e.g., following break-ins, to make good any damage to external or internal doors, locks, or windows, replacing glass as required and obtaining estimates for repair to any item which falls outside the guidelines for repairs and maintenance.
- To keep under review all aspects of repairs and maintenance of the site and to advise the Premises Manager on the need for minor and major repairs and maintenance.
- To deal with minor contractors to ensure that work is signed off only when it has been completed in full and to a satisfactory standard, advising the Premises Manager and Heads of School,

- To advise prospective hirers on the availability and operation of the site for lettings outside school/working hours, including referring bookings, and assisting with hirer's requirements.
- To ensure the proper cleaning of the site and premises, either by direct allocation and supervision of cleaning staff or by monitoring the performance of contract staff against a contract specification.
- To undertake cleaning as required, including dealing with slippery floors, floods, spillages, bodily fluids and planned annual cleaning programmes.
- To ensure that school site/ entrances/ playgrounds/carparks are cleaned and maintained, including removing weeds from hard surfaces, removing fallen leaves, litter, and other debris, and arranging for efficient refuse collection from the site.
- To ensure that external paths, steps, and entrances are clear of debris, snow, water, leaves, or other hazards and that the site and grounds are cleaned and maintained to a high standard.
- To be responsible for ensuring the removal and portage of furniture and deliveries within the school/site moving small items when this is within the reasonable capabilities of one person, following health and safety guidelines on manual handling of loads.
- To advise the Premises Manager on all aspects of site security, including making recommendations on improvements or alterations to lighting, entrances/exits, arrangements both for the welcoming of visitors and aimed at deterring intruders to ensure a safe environment.
- To undertake regular health and safety risk assessments on the premises, making appropriate recommendations for change or improvement to the Premises Manager as necessary.
- To undertake minor redecoration of rooms or other parts of the site as required from time to time by the Premises Manager

## **Personal responsibility:**

- To carry out the duties and responsibilities of the post, in accordance with London Borough of Islington's Health and Safety Policy and relevant Health and Safety Legislation.
- To take responsibility for safeguarding and promoting the welfare of children.
- To undertake training as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- At all times to carry out the responsibilities of the post with due regard to the Council's Equal Opportunities policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- To carry out general portage duties as required and particularly the provision of furniture and other equipment to meet the needs of premises users for timetabled activities without continued instruction.

# Premises Assistant Job description cont.

## Confidentiality:

- The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

## Personal Responsibilities:

- To be always appropriately dressed for the manner of the work required
- To treat all staff, parents, carers, visitors and pupils with respect and courtesy.
- To be responsible for own career development and undertake training, professional development, and other learning activities as appropriate.
- Be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant person.
- At all times to carry out the responsibilities of the post with due regards to the Equalities Act.
- Be a suitable person to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks

**Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Federation Premises Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Premises Manager and senior members of staff.**

**Fundamentals to fulfilling the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures which schools face.**

**This Job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.**

# Premises Assistant Personal Specification

## Essential Criteria:

- Some relevant experience of buildings and asset management
- Knowledge of asbestos management
- Knowledge of cleaning practices.
- Good communication skills (both written and verbal)
- Ability to plan and monitor expenditure within a budget and to obtain estimates
- Ability to work effectively with a wide range of people, including the Headteacher, other school staff, students, parents, other agencies, and the local community
- Knowledge of the legislation specific to health and safety and related issues
- Understanding of building maintenance requirements and the ability to undertake minor repairs
- Ability to implement adequate security arrangements
- Ability to provide data for computerised asset management systems
- Ability to prioritise own workload and that of staff in line with the job description.
- Ability to work within Health and Safety guidelines.

## Personal qualities:

- Commitment to promoting the ethos and values of the schools and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively, continuing to meet deadlines, produce high-quality work and maintain a friendly and professional disposition
- Ability to build and maintain an effective working relationship with a wide variety of people, including appropriate relationships and personal boundaries with children
- Commitment to always maintaining confidentiality
- Commitment to safeguarding and equality.



# How to apply

## **Application Deadline**

**This advert will run until Wednesday 5<sup>th</sup> February, however we are likely to appoint when a suitable candidate is found, so we would encourage early applications, so that we can appoint as soon as possible. Applications will be checked on a regular basis We retain the right to appoint a suitable candidate before the deadline if one can be found. Early applications are therefore encouraged.**

## **To apply**

Please apply online at [Islington Council](#) jobs.

## **Completing your application**

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer to those before submitting your application.

## **Shortlisting and selection procedure**

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

## **References**

Candidates are advised that references will be taken up during the shortlisting process.

Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

## **Safeguarding children**

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



**Address:** Matthias Road, London, N16 8NP

**Tel:** 020 7254 3092

**Email:** [admin@newingtongreen.co.uk](mailto:admin@newingtongreen.co.uk)

**Web:** [Home](#) | [Newington Green Primary School](#)

**Executive Headteacher:** Abi Misselbrook-Lovejoy

**Head of School:** Mairead McDonnell



WELCOME TO

**NEWINGTON GREEN  
PRIMARY SCHOOL**

Learning and growing together