



Nunnery Wood High School

Aspire Strive Achieve



Premises Assistant Application Pack October 2025

All applications must be made on eTeach,
or Gov.uk Teaching Jobs application form
CVs will not be considered

Closing date for applications:
Interviews will be held:

Wednesday 5th November at 3pm
Wednesday 12th November (Times to be confirmed)



Nunnery Wood High School

Job Title:	Premises Assistant
Location:	Nunnery Wood High School, Worcester
Salary:	Scale 3 (Pt 5) – Scale 4 (Pt 11) £ 25,883 - £ 28,143
Contract Type:	Full time, permanent 37 hours per week, 52.143 weeks per year Term time pattern of working is between 7.00-7.30pm (on a shift rota basis) Non-term time pattern arranged with the Premises Team Leader
Responsible To:	Premises Team Leader then Operations Manager
SLT Link:	Director of Business and Operations
Start Date:	As soon as possible

About Nunnery Wood High School

Nunnery Wood High School in Worcester is a vibrant and forward-thinking educational institution that offers a wealth of opportunities for both students and staff. It is oversubscribed and popular, reflecting its strong reputation in the community, with continued investment in both staff and facilities to maintain and enhance the quality of education and working environment. The school consistently achieves fantastic exam results and outstanding outcomes for all students, regardless of their starting point, demonstrating its commitment to excellence and inclusive education.

Situated on a spacious 15-acre campus, part of which forms a shared site with the adjacent Sixth Form College and Sport Complex, the school benefits from extensive facilities, including a fully equipped fitness suite, an all-weather outdoor pitch, and an athletics track. The school is also well-regarded in the community, which benefits from access to its theatre, large halls, and gym.

The school is committed to academic excellence, fostering traditional values such as politeness, hard work, and respect. Students are encouraged to explore their interests through a diverse range of subjects and extracurricular activities, creating a well-rounded education.

For staff, Nunnery Wood High School offers a supportive and inclusive work environment. Employees benefit from a host of amenities designed to promote well-being and work-life balance, including private health insurance, access to reduced rates at the on-site Nunnery Wood Sports Complex, free parking, electric vehicle charging points, and fitness suite. The school prides itself on its welcoming and friendly team, making it an excellent place to work and grow professionally.

Safeguarding Statement:

All staff at Nunnery Wood High School are committed to safeguarding and promoting the welfare of children. This role is exempt from the Rehabilitation of Offenders Act 1974 and amendments to the Exemptions Order 1975, 2013 and 2020. Any job offer will be conditional on the satisfactory completion of pre-employment safer recruitment checks, including an enhanced Disclosure and Barring Service check and barred list check.

Premises Assistant - Job Purpose:

This is a great opportunity to join a passionate and dedicated premises team, playing a vital role in creating a safe, welcoming, and well-maintained environment where students, staff, and the community can thrive.

As a Premises Assistant, you will be an essential part of the day-to-day running of the school site, ensuring everything operates smoothly—from security and maintenance to health and safety checks. Reporting to the Premises Team Leader, you'll have the chance to take on a variety of practical tasks that keep the school looking its best and functioning at its highest level.

You will also support the school's lettings programme by opening and closing facilities and assisting external users, making a positive impact beyond the school day. This role is perfect for someone who enjoys hands-on work, takes pride in their surroundings, and wants to contribute to a vibrant school community in a friendly and supportive environment.

If you are reliable, proactive, and ready to be part of a team that helps shape an outstanding learning environment, this role offers you the chance to develop your skills while making a real difference every day.

Key Responsibilities

Site Security & Safety

- Assist in ensuring the security of the school premises, including locking/unlocking buildings, setting alarms, and responding to call-outs as required.
- Support emergency and fire evacuation procedures and carry out regular checks of fire alarms, extinguishers, and emergency lighting.
- Conduct routine site inspections to identify and report any issues or hazards.
- Assist with ensuring the site complies with health and safety regulations, including COSHH and manual handling procedures.
- Work as part of a rota/shift system to ensure the school site is covered throughout the working day alongside other members of the premises team.

Maintenance & Repair

- Carry out general maintenance and basic repairs to the buildings, fixtures, fittings, and equipment as directed.
- Report faults and assist with overseeing contractors on site.
- Ensure the cleanliness and tidiness of outdoor areas, including paths, car parks, and playgrounds.
- Support with decorating, basic carpentry, plumbing, and grounds work as required.

Facilities & Logistics

- Set up and dismantle furniture and equipment for events, meetings, and examinations.
- Support the movement and storage of goods, deliveries, and resources around the school site.
- Monitor stock levels and assist with ordering cleaning or maintenance supplies.

Lettings Support

Note: Remuneration for lettings support is in addition to the basic salary

- Willing to undertake opening and closing duties as part of the lettings schedule if required.
- Provide support to external groups using the school's facilities, ensuring areas are clean, safe, and ready for use.
- Liaise with the Premises Team Leader regarding the lettings calendar and any special requirements.
- Ensure appropriate handover and security procedures are followed before and after lettings.
- Attend emergency call-outs as required to ensure the site remains safe and secure.

Compliance

- Carry out and record routine fire safety checks, including alarms, emergency lighting, and fire extinguishers, in accordance with legal requirements.
- Support the completion and documentation of vehicle checks for school site vehicles, ensuring they are roadworthy and compliant.
- Assist with school-wide compliance procedures, including water temperature monitoring and checks for legionella risk, following the school's Health & Safety protocols.
- Support the Premises Team Leader in maintaining records and logs for all statutory compliance areas, audits, and inspections.
- Ensure awareness and implementation of safe working practices in line with health and safety legislation and school policy.

Person Specification:

Essential

- Willingness to work flexibly, including evenings and weekends as required for lettings and site cover.
- Basic knowledge of maintenance and health & safety procedures.
- Good communication and team-working skills.
- Physically fit and able to carry out manual handling tasks.
- A proactive and practical approach to problem-solving.
- Reliable, punctual, and trustworthy.

Desirable:

- Previous experience in a similar premises, caretaker, or facilities role.
- Awareness of health & safety legislation, including COSHH and manual handling.
- First aid or site-related qualifications (e.g. PAT testing, Fire Warden, Manual Handling).

Additional Information:

- The postholder will be required to wear appropriate clothing/PPE and undertake relevant training as needed.
- The duties listed are not exhaustive and may be subject to reasonable change.
- The postholder will be expected to undertake tasks commensurate with the level of responsibility and pay associated with the role.