



**BOURNEMOUTH SCHOOL
FOR GIRLS**

Premises Assistant (Saturday Working)

Bournemouth School for Girls





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Dear Applicant

Thank you for your interest in our role of Premises Assistant.

This is an opportunity for a suitably skilled and personable candidate to join our highly committed team of premises staff, working closely together to ensure the best possible environment for our students to flourish. This role will support the overall school but also have a particular focus on weekend lettings.

Core hours are 8:30am to 4:30 pm on Saturdays with main responsibilities to support lettings and undertaking maintenance works. There is the option of additional weekday evenings to support larger events and Sunday working to support opening up and closing for lettings. Sunday working is an enhanced rate, if undertaken. You will need to have good maintenance skills, ability to work on your own, be motivated and offer excellent customer service skills.

Bournemouth School for Girls is a girls' 11-18 selective academy which has the core aim of developing well rounded young people who, as well as achieving outstanding academic results, are ready to make a difference in the world. BSG was inspected in May 2024 and achieved an outstanding grading in all areas.

This information pack contains details of the post, terms and conditions and the school. Applications need to be submitted on the Application Form for Support Staff which can be found on our website <https://wearebsg.uk/school-information/staff-vacancies>

Applications may be submitted by post or by email to lmckenzie@bsg.bournemouth.sch.uk by **10am on Tuesday 20 October**. Interviews will be held week commencing 26 October. If you have not had contact by 26 October, we thank you for your time in applying but you have been unsuccessful.

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Candidates should note that the school will carry out social media searches in line with the guidance in KCSIE 2026.





Job Description and Person Specification

Post Title: Premises Assistant
Responsible to: Premises Manager

Core Purpose of the Role

To carry out a full range of duties to provide for general security and maintenance of the school premises, to include handyperson activities.

Provide support to lettings, ensuring opening up and closed down effectively.

This will be conducted under the general supervision of the Premises Manager.

Key Responsibilities

- As a keyholder to be responsible for the security of the school premises as required. To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required.
- As required arrange regular checks on alarm systems and fire extinguishers and report on any problems arising.
- To identify and report building, furnishing or fittings deficiencies to the Premises Manager and to undertake any remedial action that may be authorised and appropriate.
- To undertake a range of handyperson duties as directed by the Premises Manager to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating; repairs to fittings and small scale improvements, fitting shelves or notice boards.
- As required escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
- To take delivery of stores, goods and equipment and arrange storage or distribution as required.
- To operate the school heating systems; ensuring that all plant and equipment operates safely and efficiently.
- To monitor usage of electricity, water and any other fuel taking such meter readings as may be required.
- To clean defined areas of the school premises as required, together with any emergency cleaning needs.
- When on duty be responsible for the general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.



- To set out/put away furniture for school events, and undertake general portering as required by the Premises Manager.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge and Skills

- Previous knowledge and experience of relevant health and safety procedures, operation of cleaning equipment and cleansing agents
- Previous knowledge of premises maintenance is desirable.
- NVQ Level 3 or equivalent in work area is desirable or the willingness to undertake training.

Supervision and Management

- The postholder will often be required to work without direct supervision.

Academy Ethos and Culture

- To continue personal development as agreed at appraisal reviews.
- To engage actively in the appraisal review process.
- To play a full part in the life of the Academy community; to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To carry out other reasonable tasks from time to time as directed.

Salary and Benefits

This role is for 7.5 hours per week, 52 weeks per year and offered on a permanent basis.

- The post holder will be paid on Grade 5, £5,326 - £5,442 (£26,427 to £26,847 Full Time Equivalent). £13.70 to £13.92 per hour
- Optional additional hours on Sunday at an enhanced rate
- Five weeks holiday rising after 5 years' service
- Grade point incremental pay structure
- Local government defined benefit pension scheme
- Company funded health cashback plan and 24/7 on-line GP consultations (typically within 3 hours)
- Access to salary sacrifice benefits such as cycle to work and electric lease cars
- Free use of new and highly equipped gym (conditions apply)
- Free parking on site with electric car charging points at a staff preferential rate

Terms and conditions

The post is subject to successful completion of 6 months' probationary period, satisfactory references, medical and DBS clearance.

As part of the recruitment process Bournemouth School for Girls will undertake social media checks in line with Keeping Children Safe in Education guidance.

