PREMISES ASSISTANT
INFORMATION PACK



EDUCATION IS SUCCESS

Thank you for your interest in applying to work at Westminster Academy.

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

WELCOME FROM THE PRINCIPAL AND CEO

Dear Candidate,



It gives me great pleasure to introduce myself as Principal and CEO of Westminster Academy. I was privileged to take on this role in August 2024 and become part of the continuing development of this wonderful school.

Our mission is 'Education is Success' and we strive to achieve this mission in a number of ways. We recognise that success can only be achieved in an environment where students feel safe, happy and supported. We are a school that prioritises student well-being in an inclusive, kind environment to allow students to develop as confident young adults. Our committed staff body is ever present to ensure students are supported emotionally as well as academically.

The Academy has a strong record of academic success, with a passionate and highly knowledgeable staff body who devise engaging lessons to inspire a love of learning and prepare students for academic success and the world beyond. Our approach to teaching, learning and curriculum places emphasis not only on traditional academic subject knowledge but also on cross-curricular connections, student self-management, communication skills, technology use and critical thinking through student-centred, personalised learning experiences.

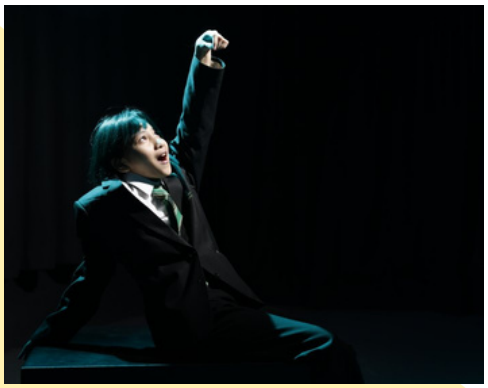
Westminster Academy students value the breadth of extra-curricular opportunities on offer, which enrich learning experiences beyond the classroom and give students opportunities to develop talents and experience personal success. Alongside an exciting extra-curricular activities programme, a large number of educational visits and internal events take place each year, as well as an outstanding careers programme. Students are empowered through leadership initiatives and contribute to the improvement of the Academy through the Academy Council programme.

Westminster Academy is one of the few non fee-paying schools in London to offer both the International Baccalaureate Diploma Programme and the International Baccalaureate Career-related Programme at key stage 5. These demanding, world-renowned qualifications aim to combine academic excellence with a mission to 'develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect'. This goes hand in hand with our values as an Academy: Westminster Academy students have a strong sense of social responsibility; they research social issues to understand the wider world, fundraise energetically and take an active role in the community with the objective of making the planet more equal, fair and sustainable.

My personal aspirations for Westminster Academy students align with those I have for my own teenaged children: I want to support them to flourish in all areas of their lives by helping them develop into well-rounded, compassionate individuals. My colleagues and I are committed to providing them with an exceptional education as part of a caring school community to ensure they have access to their preferred post-18 pathways, and have the skills and attributes to achieve their personal and professional goals.

Thank you for your interest in our Academy. I look forward to receiving your application.

Mrs Numera Anwar
Principal and CEO





OUR MISSION, ETHOS AND VALUES

Mission: “Education is Success”



In 2013 Westminster Academy students chose our Mission: "Education is Success".

We strive to fulfil our Mission through the dedication of a talented teaching faculty and support staff; a high-quality, ever-evolving curriculum; individualised academic support and an extensive extra-curricular activities programme.

Ethos

Our ethos is student-centred and personalises learning for every student in a respectful environment so that all of our students are safe, secure and successful.

WA fosters a proud, cohesive, and ambitious staff body through an engaged and innovative professional learning community, where continuous active learning dialogue results in sustained progress for all students and professional growth for all staff.



Values

Our HERO values were also selected by our students and underpin personal development, behaviour and welfare at Westminster Academy.

Honesty

Excellence

Responsibility

Opportunity

Reflecting on the Academy values and British values forms a key part of personal tutoring at Westminster Academy.

IB Learning Profile

The IB Learner Profile is used across the school as a framework for character development. IB learners strive to be:



WELCOME FROM WA SPONSORS & TRUSTEES

David Dangoor CBE

The Exilarch's Foundation



We are very proud to have sponsored Westminster Academy since it opened in 2006. This has been a period of steady development with significant improvements in each of these years.

It has been very gratifying being alongside a hard working and dedicated team of teachers and staff, and its remarkable leadership. Our aim has been to support their inspiring teaching of the students, who are drawn from so many diverse backgrounds.

Westminster Academy has the benefit of a resourceful and effective group of Trustees, with an exceptional Chair, which has maintained an ambitious strategy for excellence.

We are committed to continue to build links with outstanding outside organisations that add enriching dimensions to the student experience at the Academy.

We know that we need to improve continuously, to ensure that every student feels the benefit of their years of effort at this Academy for the whole of their adult life.

Alastair Metcalf

Chair of Board of Trustees



Westminster Academy has always had a clear ambition: to be a place of educational excellence, while remaining firmly rooted in and responsive to the community it serves.

We are fortunate to be part of one of the most diverse communities in central London, and we are committed to ensuring that the Academy continues to meet the needs and aspirations of local students, families and residents. For every young person who chooses to study with us, our aim is to provide opportunities that enrich their experience, broaden their horizons and help make their time at the Academy truly transformative.

That commitment extends beyond the classroom. In particular, we want those living in Westbourne and across Westminster to see Westminster Academy as a place they can connect with, contribute to and be proud of.

I encourage you to engage with the Academy, its staff and its leadership whenever you can. In return, the Board of Trustees remains committed to building on the Academy's strong reputation, strengthening our relationship with the local community and ensuring Westminster Academy continues to be a place of which we can all be proud.

AREAS OF STRATEGIC FOCUS 2025 - 2028



1. We will ensure that we continue to strive to be the number one school of choice in the borough.
2. We will ensure highly effective teaching and assessment takes place that allows young people to achieve their ambitions.
3. We will provide excellent leadership and governance at all levels to enable effective development at WA.
4. We will ensure a rich, engaging and inclusive curriculum with effective teaching and high-quality learning resources across all subjects and year groups.
5. We will have a clear and cohesive digital strategy for education.
6. We will ensure that pupils are well-behaved, confident and respectful in a safe and secure environment.
7. We will foster an environment where students thrive from bespoke personal development, careers and leadership programmes.
8. We will ensure, regardless of their ability or personal circumstances, all groups of pupils make at least 'good' progress, and differences in their attainment are diminished.
9. We will ensure a high-quality workforce and prioritise staff retention through carefully considered professional development and workload.

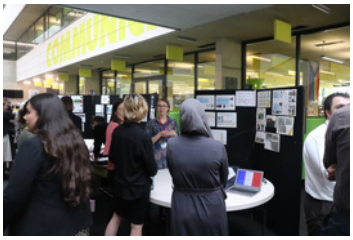
PROFESSIONAL DEVELOPMENT

Westminster Academy is committed to fostering a positive ethos of continuous improvement and learning, which motivates and develops its staff community.

Internally, alongside four INSET days across the year, we have regular Professional Learning opportunities; every Wednesday, students have a shortened day which enables us to run departmental and whole school CPD based on developing practice school wide. Here, we use guidance from the DfE and EEF, alongside taking regular staff feedback, to ensure our internal training is of the highest quality and has real impact. We also have dedicated Professional Learning Communities, whereby staff meet with colleagues from across the school working on similar areas of practice, to support, observe and collaborate in these areas. This culminates in a showcase at the end of the academic year, whereby staff celebrate their learning and development together. Finally, we also offer coaching training in-house for all leaders at the Academy to support their ongoing development.











Alongside this, we use a tailored approach to ensure staff receive bespoke training opportunities externally, which is supported by a healthy training budget. Staff have a menu of options to suit all levels of experience, including specific opportunities to develop trainees, as well as current and aspiring Middle and Senior leaders. Courses taken by our staff have included Category Two and Three IB courses, IBSCA courses and NPQs for differing levels and specialisms, and we support the completion of these, as well as shadowing in other settings wholeheartedly.

All staff are expected to guide aspects of their own professional learning and this forms the heart of our Performance Management system.

STAFF REWARDS & BENEFITS

24/7 Virtual GP Service

Staff have access to a virtual GP service that provides remote medical consultations via a 24/7 GP helpline or a separate “Your Online Doctor” service for video consultations, for themselves and their families. The service allows access to qualified GPs for advice, diagnosis, and private prescriptions delivered electronically to an employee or pharmacy of their choice, complementing a staff member’s existing GP service. With easy access and availability, staff don’t need to take time off work to speak to a GP for common health concerns and non-emergencies.



Annual Season Ticket Loan

A season ticket loan is an interest-free loan provided to help staff pay for an annual public transport season ticket. The loan amount is repaid over 12 equal monthly instalments via payroll, which allows them to spread the cost of the ticket instead of paying for more expensive, monthly passes. This scheme is designed to make commuting cheaper and more convenient, as annual tickets are typically less expensive than daily or weekly fares.

Attendance Incentive

As a small token of appreciation, a shout out and a certificate is awarded to staff with 100% attendance every term. Staff with 100% attendance over 2 terms will be credited £15 on their Arbor account to use against hot drinks or food from Global Café or Sky Dining. Staff with 100% attendance over an entire academic year will receive a £100 gift voucher. Just as for the students, all absences from work are included in this calculation, apart from religious observations.



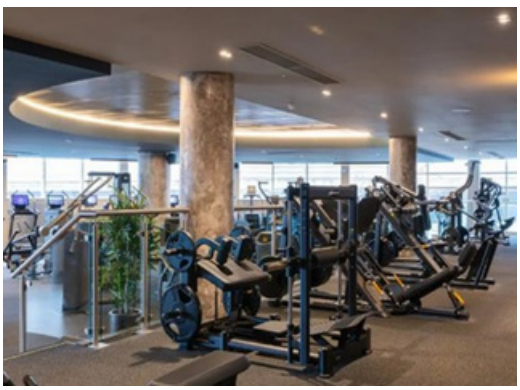
Cyclescheme

We are a registered employer of the Cyclescheme which is the UK’s most popular Cycle to Work employee benefit, providing staff with the opportunity to purchase a bike and accessories of their choice up to the value of £1,000, tax free, saving up to 47%. Bike rental for 6 or 12 months is also available whereby staff save money and spread the cost of commuting on city hire bikes via bike rental membership. The perfect way to cycle alongside other modes of transport.

Staff pay nothing upfront and the payments are taken tax efficiently over 12 equal monthly instalments via payroll. A large selection of cycling brands is available for staff to choose from, at independent bike shops in the local community, big-name stores, online retailers or brand direct.

David Lloyd Access

Staff have free use of the gym and swimming pool at the Notting Hill branch of David Lloyd, located right next door to the Academy at 1 Alfred Rd, London W2 5EU. Access is available once a week, Monday to Friday, by presentation of a staff ID card at reception. Staff also have access to the Clubroom which comprises of a restaurant, soft seating and quiet workspaces. For staff interested in full access to David Lloyd, a discounted membership rate is available.



Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations
- Financial, legal and practical support from qualified professionals on a range of personal issues
- Access to online health and wellbeing resources and a specialist information service

This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing. Staff can also download the Wisdom Health Assured app to log in and track their wellbeing.

Free Eye Tests

Staff who are required to use display screen equipment, usually a Visual Display Unit (VDU), can claim the cost of an annual eye test. The maximum amount that can be claimed is £30.

Free Parking Onsite

Secure and covered, off-street parking is available for bicycles, cars and motorbikes with direct access into the building.

Free Fruit

Staff can help themselves to a piece of fruit, and complimentary tea and coffee in the staffroom every day.

Free Breakfast @ Global Café

Our Global Café is open throughout the academy day from 7.00am - 3.00pm, and accepts contactless payment with a bank card or payment via Arbor with a staff ID card. Free breakfast bagels are available each morning from 7.30am.

A loyalty card scheme also allows staff who use their own cup when purchasing hot drinks to claim a free hot drink on the sixth visit.

Home & Tech

Home & Tech, previously known as the Techscheme, is the smart way to buy and save on home and tech products. Powered by Currys and Ikea, this benefit offers staff a more affordable way to get the latest home and tech for you and your family. Choose from thousands of products including laptops, phones, smart health, white goods, gaming, photography, furniture, kitchenware, tableware, lighting, bathroom products, and outdoor living. Staff can choose a redemption voucher up to the value of £1,000 and spread the cost of their purchase(s) from their salary via salary sacrifice across 12 months and make a National Insurance saving of up to 8%.

Pension Scheme Contributions

The Academy pays the national percentage rate of monthly contributions for Teaching Staff enrolled in the Teachers' Pension Scheme, and for Support Staff enrolled in the Local Government Pension Scheme, of 15.6%.







JOB DESCRIPTION

Job Title	Premises Assistant
Salary Grade	WA Scale 6, Spine Point Range 18 - 22, £29,727 - £32,004
Hours	Full Time, 37.5 Hours per Week with rotating shifts between 6:30am - 6pm. Some flexibility for occasional evening and weekend work will be required
Responsible to	Head of Site Services
Job Overview	Provide an effective site maintenance service

Overall Responsibilities:

Porterage

- To receive, check and distribute delivery of goods and equipment to appropriate storage or learning areas around the school.
- Collecting and delivering items to and from local venues including Post Office, Bank and timber/hardware stores.
- Moving and setting up furniture and equipment as directed, including moving heavy teaching equipment.

Security

- Opening and locking up the school premises on a routine and non-routine basis.
- To contribute to security procedures and surveillance, being on call via walkie-talkie to support staff at all times during shift.
- To be part of the call out team during weekends and Academy closure times such as school holidays.
- Reporting breaches of security.
- Dealing with enquiries from members of the public.
- To carry out agreed security procedures and other necessary duties relating to CCTV and the security alarm system.
- Contact, as directed, appropriate services in the case of emergencies such as fire, water burst, break-in, vandalism or accident. Take suitable measures as necessary to protect Academy buildings and property.
- Checking, reporting and maintaining electronic logs for the fire alarm and burglar alarm systems, reporting cases of illegal entry to police and allowing access if required, ensuring external/internal security lights are in good working order.
- Ensuring that unauthorised parking of vehicles does not occur.
- Preventing trespass, including challenging the identity of unknown persons and escorting individuals to the school office.
- Unlock school buildings and areas (in absence of senior premises staff).
- Operate alarm systems where appropriate.

Grounds Maintenance

- Keeping drains and gullies free flowing, including unblocking drains and gullies.
- Clearing snow, spreading salt/grit and making safe accesses to school during inclement weather.

- Keeping all playgrounds, paths, entrances and hard surfaces clean and free from litter, debris and weeds.
- Keeping boundary fences and hedges trimmed and free from litter.
- Keeping flowerbeds tidy and litter free.
- Undertake appropriate repairs. e.g. redecorating and fixing.
- Carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.
- Operation and maintenance of heating plant and lighting systems.
- Collect and assemble waste for collection.
- Operation and maintenance of grounds maintenance machinery.
- Undertake cleaning duties such as graffiti removal, litter-picking.
- Provide emergency access to the school site.
- Co-ordinate deliveries to the school site.
- To undertake emergency cleaning duties i.e. spillages / bodily fluids / vandalism.
- Regular cleaning of high traffic areas, such as toilets and staff room, throughout the school day.
- Maintain adequate supplies of site maintenance and cleaning materials.
- To carry out driving duties when required.
- Undertake any necessary training.

Fire Precautions

- Check the alarm system, activators and bells on a regular weekly basis in accordance with procedures.
- Record Fire Alarm.
- Checking fire appliances and reporting defects to the senior leader and to the company responsible for Fire Maintenance.
- Ensuring fire doors, escapes and exit routes are left unobstructed and in good order.
- Participating in regular termly fire drills in liaison with the School Business Director / Principal.

Lighting

- Ensure all lights are in good working order.
- Carrying out tube and bulb replacement throughout the site.
- Ensuring efficient use of lights and compliance with energy conservation.
- Reporting all electrical defects.

Contractors & Tradesmen

- Initiating processing and progressing responsive and cyclical maintenance works orders, in liaison with the School Business Director / Principal.
- Ensure contractors are signed in and out and directed to the sites of repair and maintenance work.
- Arranging site access.
- Ensuring contractors remove debris from the site.
- Ensuring contractors on site observe Health and Safety Regulations.

General Handyman Duties

- Carry out repair work, where such work is agreed as being within own capabilities and with due regard to Health and Safety regulations.

- Notify the Head of Site Services where repairs / maintenance beyond own capability and particularly where the Health and Safety of others are at risk.
- Take classrooms and site equipment, known to be faulty, out of use and report the need for repair.
- Lubricating locks, gates, paladin bin wheels, pumps and machinery as appropriate.
- Repair, replacement or renewal of; Door handles, Door closures, Yale and simple mortise locks, Shelving (spur type), Pinboards, Limited painting (eg toilets/staff room), Fitting towel dispensers,
- Fitting toilet roll holders/dispensers, Soap dispensers, Fitting and repair of curtain rails, Toilet seats, Toilet chains other reasonable 'small jobs' as agreed.
- Adjusting clocks to correct time and replacing batteries where necessary.
- Boarding and making safe broken windows.
- Undertaking duties logged in the Site Management.
- Keeping cleaning materials, toilet requisites in a secure orderly fashion and maintaining an inventory of stock.
- Operate heating and hot water supply plant in accordance with agreed practice and instruction.
- Ensure all medical waste is sealed and placed ready for collection.
- During Academy closure periods, undertake deep cleaning, maintenance and floor treatment work, e.g. preparation, application of polishes and seals, and carpet shampooing.
- Liaise with the Head of Site Services to observe that all cleaning work is completed satisfactorily. Be willing to undertake training in the use of towers and confidence when using ladders.
- Basic IT skills such as picking up and responding to emails.
- Keeping records and complying with all relevant Health and Safety matters, including training, COSHH regulations and maintenance of equipment.

A degree of flexibility is required to deliver services effectively, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

Scope of the Job Description:

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post, and therefore, you may be required to perform other duties as requested by your Line Manager. The duties may need to be varied to meet the changing demands of the academy at the reasonable discretion of the Principal and School Business Director. This job description does not form part of the employment contract. It describes the way the postholder is expected and required to perform and complete the particular duties.

Safeguarding of students and Duty of care:

All staff, regardless of role, level of seniority, and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils. We expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns they may have. All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, it is essential that you know what actions to take.

PERSON SPECIFICATION

The person specification outlines the experience, skills, and abilities we expect the successful candidate to possess.

Criteria		Essential	Desirable
Education & Qualifications	• General level of education • NVQ qualification or similar relating to caretaking • Trade qualification in either plumbing, electrical or carpentry	✓	✓ ✓
Professional knowledge, Skills & Competences:	• General level of maintenance skills • General level of repair work including decorating • Knowledge of cleaning and cleaning equipment • Awareness of health and safety at work	✓ ✓	✓ ✓
Experience	• Working in an education / public building • Cleaning in an education / public building • Maintenance / repair work • Keyholder with responsibility for securing buildings • Working in an environment with adults and students	✓ ✓ ✓ ✓	✓
Philosophy & Commitment	• A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities • A personal commitment to lifelong learning and continuous professional development • Commitment to high standards, best value and continuous improvement • A 'can-do' approach and positive attitude to innovation and change	✓ ✓ ✓ ✓	
Personal Qualities	• Attention to detail • Confidence and good interpersonal and networking skills • Enthusiasm • Initiative and self-motivation • Flexibility, creativity and ability to think laterally • Stamina and a capacity for hard work • Effective time management skills • Ability to be reflective and self-critical	✓ ✓ ✓	✓ ✓ ✓ ✓ ✓

SAFER RECRUITMENT IN EDUCATION: INFORMATION FOR APPLICANTS

Employee Assistance Programme

Westminster Academy is committed to safeguarding and promoting the welfare of children and young people, and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- an application form - please visit our Vacancies page.

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.



If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

Pre-employment checks

- An enhanced DBS check is required for all successful applicants
- Prohibition and overseas checks will also be completed if necessary

HOW TO APPLY

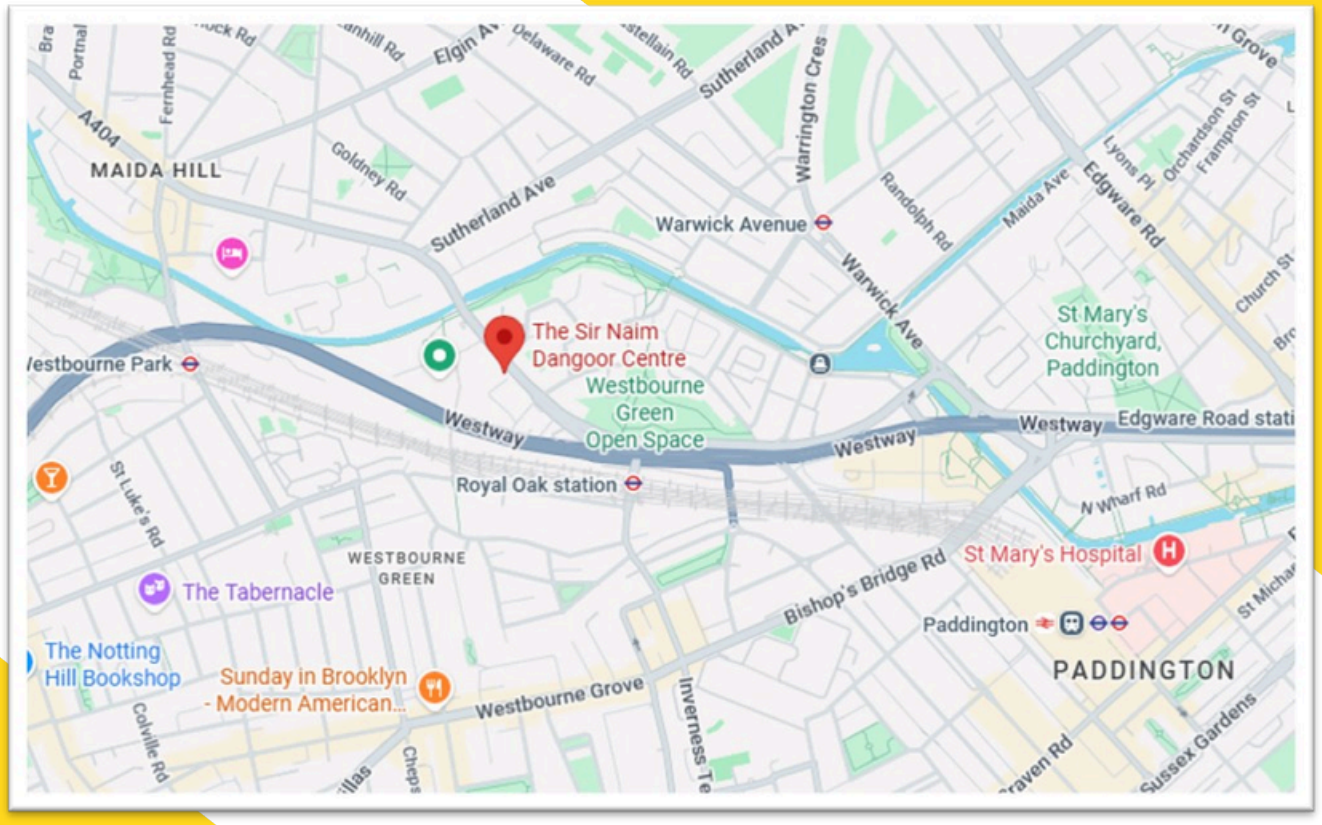
The closing date for applications is **9am** on **Thursday 26th November 2026** with interviews being held on a rolling basis so early applications are encouraged.

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification. Further information about the role and an application form can be found on our Vacancies page.

For more information about this position, or to have a confidential discussion about the role, please contact hrteam@westminsteracademy.org.uk.

We look forward to hearing from you.

HOW TO FIND US



Westminster Academy

Sir Naim Dangoor Centre

255 Harrow Road

London

W2 5EZ

Get directions

HR Team

hrteam@westminsteracademy.org.uk

020 7121 0600

Visit our website

Watch our video!