



CIRENCESTER
KINGSHILL
SCHOOL

Premises Manager

Salary: £29,540 - £36,363 per annum pro rata, depending on experience

Grade: H, Point 14 - 25

Permanent contract, full-time, all year round. Start date: as soon as possible

We are seeking a proactive and skilled Premises Manager to join our team. As Premises Manager you will lead our Premises Team and ensure our school facilities and buildings are well-maintained and secure for our students, staff and other stakeholders.

As the Premises Manager, you will play a pivotal role in maintaining the functionality and aesthetic charm of our school premises, ensuring that our grounds and buildings are safe, welcoming, and conducive to learning, whilst ensuring that the school is legally compliant. You will provide well informed support to ensure the health & safety compliance of the school.

Ideal Candidate:

- Proven experience in a security, facilities, premises or maintenance role
- Solid knowledge of health and safety regulations
- Ability to maintain and oversee facilities management plans
- Experience of managing or supervising teams
- Excellent record-keeping skills and administrative Proficiency
- Comprehensive DIY abilities and knowledge of building services
- Strong interpersonal skills, with the ability to relate effectively to students and staff
- A proactive and flexible 'can do' attitude

Responsibilities:

- Ensure the school premises are secure and well-maintained
- Develop and implement a buildings maintenance programme and be familiar with the DfE Good Estates Management for Schools
- Liaise with the Business Manager and external contractors for maintenance and development Projects
- Plan and oversee building projects
- Oversee the health and safety measures on site, ensuring compliance with regulations
- Support the premises team in managing daily operations and ensuring a clean, safe environment for all

As part of your role at Cirencester Kingshill School, you'll be part of a team dedicated to fostering an inclusive environment that values diversity and supports the well-being of our students and staff. We believe that a diverse workforce allows us to better serve our community and enrich our school culture and ethos.

Holidays

The post is all year round (52.143 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. Annual leave will have to be taken when the school closes over the Christmas period, remaining annual leave can be taken at any point during the year (cannot be taken at the same time as other members of the site team). All holidays must be taken at times agreed with the Line Manager.

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring check. Shortlisted candidates will be subject to an online check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Closing date for applications:

9am Friday 7th November 2025

How to Apply

- Please complete the Professional Support Staff application form.
- Include your C.V and a letter of application, which explains how your experiences and skills will best fit the role of Premises Manager.

Please note that applications without the above being completed/included will not be accepted.

Please email completed application forms and relevant documentation to: jobs@kingshillschool.co.uk



JOB DESCRIPTION

JOB TITLE: Premises Manager

LOCATION: Cirencester Kingshill School – 11 – 16 Secondary School

HOURS: 37 hours week at the following times (not including unpaid break):

Monday to Friday; Times to be agreed with the successful candidate

The above hours include a 20-minute paid break (if working more than 4 hours a day) and a 40-minute unpaid lunch break at times to be agreed with your Line Manager.

GRADE: H

RESPONSIBLE TO: The Business Manager and through the Business Manager to the Headteacher and Trustees

LINE MANAGER: Business Manager

RESPONSIBLE FOR: Premises Team

JOB PURPOSE

To undertake a range of duties and responsibilities that support the development and operation of the school and ensure school security, playing a vital role in maintaining the safety, functionality and aesthetic appeal of our school buildings, services and grounds. This position is essential in supporting our learning environment through high standards of maintenance and care. To deputise for all aspects of the post of the Caretaker in Charge of School Security in their absence.

KEY TASKS

- Setting systems in place for the site management of the grounds and buildings and obtaining quotes as per the school's Financial Handbook.
- Being instrumental in supporting the drawing up building development programmes, obtaining quotes, liaising with project managers and on-site contractors.
- In liaison with the Business Manager:
 - Putting together specifications and obtaining quotations in line with the school's financial procedures for all premises related matters.
 - Ensuring the continued development of the premises team.
- Produce, maintain and monitor a buildings maintenance programme over a 5-year period. Ensure the school is compliant with all site matters for the DfE, including the Good Estate Management for Schools (GEMs) and the annual Land and Buildings Return.
- Making recommendations to the leadership and governing body for appropriate Condition Improvement Fund and other funding bids for the development of the school.
- Ensuring all contractors are fully briefed with all school procedures and health and safety requirements and maintain appropriate records of briefing and attendance for inspection by the relevant authorities.
- Liaising with appropriate authorities with respect to works undertaken on site.
- Keeping accurate records of all aspects of the maintenance of the buildings and grounds.
- Maintain all records to ensure legal and regulatory compliance with regards to the school premises and associated health and safety relating to premises and security.
- To work with the school's health & safety advisors on the annual health and safety audit.

- To work with the school's premises and building support service representatives to discuss the school development.
- To ensure disaster recovery and site emergency files are maintained and kept up to date.
- To support the development of the school's impact on the environment through appropriate recycling and waste management.
- Respond to issues related to the site reported by the cleaning contractor.
- Responsible for undertaking the annual stock takes of site assets that are maintained on the Every System, liaising with the IT Network Manager over any concerns regarding the Every system.

SECURITY OF PREMISES

To have overall strategic responsibility for the supervision of the following areas of school premises security including:

- To be responsible for school's security alarm and fire alarm systems and organising quotations for the renewal of the relevant maintenance contracts in line with the school's financial procedures.
- Keeping an up-to-date list of keyholders to the buildings and reviewing this on an annual basis.
- To be responsible for the monitoring and installation of the Paxton door system and setting up staff access rights on the system.

On alternate weekends and in the absence of the Caretaker in Charge of Security; to have responsibility for the supervision of the school premises security including:

- Locking and unlocking of the premises, including after school lettings if required.
- Setting night security alarm system.
- To be the first point of contact for security related matters, including responding to emergencies affecting the school premises outside normal working hours.
- To be responsible for CCTV cameras outside of school hours.
- Carrying out and documenting appropriate security checks as requested.
- Ensuring arrangements are in place for the continuation of site security on alternate weekends and to cover any period of absence or holiday.

HEATING AND WATER SERVICES

- To have overall responsibility for the operation of the school heating system including:
- Checking the operation of boiler/heating plant.
- Obtaining quotes in line with financial procedures and arranging for the annual maintenance works on the school heating system to be carried out.
- Investigating and carrying out energy conservation measures.
- Arranging for the cleaning of filters in fan convector heaters.
- Reading electric, gas and water meters and completing fuel usage returns.

MAINTENANCE OF PREMISES AND FURNISHINGS

To oversee the day-to-day maintenance of the school premises and furnishings including:

- Renewing light bulbs and fluorescent lamps and cleaning fittings.
- Carrying out minor repairs to premises, e.g. replacing tap washers, missing screws in hinges and catches, temporary repairs to broken windows, clearing blocked sinks, replacing toilet furniture; all within the competence of the post holder. Clearing blocked sinks in laboratories should be undertaken only under supervision of a qualified teacher or technician.
- Undertaking minor internal decoration of buildings within capability of post holder.
- Carrying out minor day to day repairs and renovation of loose and fixed furniture.
- Ensuring that gutters, drainpipes, rainwater gullies and grease traps are kept clear and where necessary arrange for a contractor to undertake the work.

- Carrying out emergency cleaning duties arising during the working day.
- Obtaining quotes and keeping records of quotes of items needed for day-to day maintenance as required for auditing purposes.

UPKEEP OF EXTERNAL AREAS

To be responsible for:

- Providing advice on and obtaining quotations for appropriate site equipment to upkeep the external areas and ensuring that the equipment is serviced and maintained on a regular or annual basis as required.
- Ensuring that the Premises Team are fully briefed and mobilised to grit and make safe the school site in the event of icy conditions and/or snow.
- Advising the Headteacher on the safe use of the school field.
- Liaising with the Grounds contractor in relation to the development of the school grounds.

To oversee the following:

- Ensuring that litter, grit etc. is removed from hard surfaces (playgrounds, car parks, hard surface sports areas) on the main school site daily.
- Ensuring that waste bins are emptied regularly.
- Where possible ensuring that main entrances and paths are clear of snow and apply grit and salt in winter.
- Ensuring that hand weeding, painting lines etc. of hard surfaced areas are carried out regularly.

HEALTH & SAFETY

- To assist the Health & Safety Officer in ensuring that the school fulfils its statutory duties with respect to Health & Safety standards.
- In the absence of the Health & Safety Officer to fulfil all duties.

OTHER CARETAKING AND SUPPORT DUTIES

Be responsible for the following:

- Taking delivery of school supplies and general distribution within school.
- Assisting with manual tasks which support classroom and workshop activities (within the post holder's experience and training).
- Attending to maintenance contractors working on site.
- Moving furniture, within capabilities of post holder.
- Arranging disposal of refuse through normal services, also arranging incinerating where requested.

GENERAL RESPONSIBILITIES

- Always comply with health and safety policies and procedures.
- Promote and ensure the health and safety of students, staff and visitors at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

PRINCIPAL CONTACTS

Headteacher, Business Manager, SLT, Students, Premises Team, Classroom Teachers, Professional Support Staff, Parents, Contractors, Visitors, Suppliers

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Job descriptions are to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with the Line Manager or the Headteacher.

Other Conditions

The post is all year round, including In Service Training Days (52.143 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays.

Annual leave can be taken at any point of the academic year. You are however required to take annual leave when the school closes over the Christmas period. Annual Leave cannot be taken at the same time as other members of the site team. All holidays must be taken at times agreed with the Line Manager.

Claims/Time off in Lieu

If a member of Professional Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation

A resignation period of 1 month is required.

Disclosure & Barring Service

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case, will be reviewed before 1.4.26.

Post Holder Sign:Date:

Please print your name:.....

Line Manager Sign:Date:

Please print your name:

October 2025

Cirencester Kingshill School

Person Specification – Premises Manager

	Essential	Desirable
Qualifications	• Full, clean valid driving licence.	• First Aid at Work qualification • Recognised training/qualifications associated with premises related work/DIY activities (e.g. C&G Certificate in Caretaking Maintenance, Electrical Testing Level 1).
Experience, Understanding and Knowledge	• Ability to put together a building development programme. • Solid knowledge of Health & Safety • Experience in a security, premises, facilities or maintenance related position. • Ability to produce, maintain and monitor a buildings maintenance programme over a 5-year period. • Comprehensive DIY abilities and knowledge of building services • Experience of solid record keeping and administrative work within a premises or similar environment. • Knowledge of basic premises maintenance and good practice in building services, i.e. heating, plumbing, carpentry, electrical, asbestos management, water hygiene management, etc. • Experience of supervising staff. • Ability to comply with policies e.g. Safeguarding, Equality & Diversity, Health & Safety. • Ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items. • Working knowledge of knowledge of MS Office systems – including Word, Excel and Outlook.	• Experience of working in an education setting • Experience of working in an environment with young people. • Experience of managing a team.



	Essential	Desirable
Personal Qualities	• Ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items. • Have ability to communicate at all levels of the school: SLT, Trustees, Teachers, Professional Support Staff and Students. • Ability to build relationships with suppliers/contractors. • Willingness to get involved and possess a 'can do attitude' • Able to work as part of a team; be adaptable and supportive of colleagues. • Ability to interact with students sensitively and flexibly. • Have flexibility and be motivated. • Openness to new ideas and practices, adaptable with a positive 'can do' attitude. • Ability to work unsupervised and deal with unpredictable situations. • A supportive understanding of, and commitment to, the school and its success. • Ability to plan and prioritise a range of regular and irregular tasks, and ability to analyse tasks and how they may best be achieved. • Good oral and written communication skills. • High personal and professional standards. • Ability to relate in a friendly way with a wide range of personalities.	• Willingness to take part in the wider life of the school

Cirencester Kingshill School

Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Cycle to work scheme
- Long service awards
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund
- 10% discount on Adult Education at Cirencester College: [About Adult Education – Cirencester College](#)