

Loxwood Primary School

Premises Manager Application Pack



Role Location	Loxwood Primary School, Nicholsfield, West Sussex. RH14 0SR
Salary	West Sussex NJC Grade 5, point 7 (currently £26,403.00 FTE 2025) paid on 24th of each month <ul style="list-style-type: none">• Pro-rated salary approximately = £11,527.30• Paid for 42 weeks per year
Details	4 hours a day (3 mornings and 2 afternoons) 42 weeks a year (3 weeks holiday work required). Permanent contract with 6-month probationary period.
Start Date	As soon as possible.
Application Closing Date	Thursday 6 th November 2025 at 12.00am Interviews Thursday 13 th November 2025

An Introduction to The Role

We are seeking an enthusiastic, motivated and skilled person to join the Loxwood team. The Premises Manager is responsible to the Headteacher and Business Manager for the general safety, maintenance and upkeep of the school premises and grounds, and for providing a safe, secure, clean, and happy environment for all children, staff and visitors. We are looking for a dedicated individual who will be a proactive member of the school community. Flexibility and commitment are essential characteristics of the role, in addition to demonstrating common sense and initiative at all times.

The job description and person specification shown in this pack will give you a good indication of who we are looking for, including the skills and experience that would make for our ideal candidate. I would be delighted to receive an application from you if, upon consideration, you feel that this role and Loxwood may be right for you.

To apply, please submit an application (available from our website), outlining your suitability for the post. If you have any queries or would like an informal discussion about the role, or a tour of our school, please contact me, Sharon Mellors, Headteacher, at head@loxwoodschool.com.

Loxwood Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This role will be subject to an enhanced DBS check and satisfactory references.

About Us

We love being a small village primary school and take advantage of the Wey and Arun Canal, which gives us the names of our houses. We have an amazing team of staff, children, parents and Governors who support our school. This is a truly special school where children and families come first. At Loxwood, we believe that every child deserves a nurturing and inspiring environment to flourish.

We are proud to have achieved the prestigious **Platinum Sports Award**, highlighting our commitment to promoting health and physical education through a wide range of sports activities. Our **Well-Being Team** is dedicated to ensuring that every student's mental health and emotional needs are supported, fostering a caring atmosphere where everyone can thrive.

Utilising a **Therapeutic Behaviour Approach**, we create positive behavioural strategies that empower students to understand their feelings and develop self-esteem. Moreover, our **Woodland Learning** initiative offers unique outdoor experiences that inspire creativity, resilience, and a connection to nature.

We have seven classes in the school, three in our infants: Oak (Reception), Cherry (Y1) and Willow (Y2) and four in our juniors: Rowan (Y3), Sycamore (Y4), Mulberry (Y5) and Chestnut (Y6). We value the role of our Assistant Teachers so there is currently one in each class to support the children's learning. We have a beautiful library stocked with an exciting range of books.

We make the most of our expansive outside environment which includes our woodland area complete with a secured pond, story circle and fire pit. Alongside all of this, the infant classes have their own outside area. Knowing the benefits of outdoor learning, we really value these spaces.

Why Work at Loxwood?

At Loxwood, we place great value on the enthusiasm, energy, and passion that our staff bring to their roles. We understand that well-supported, happy staff significantly enhance the educational experience for our students. We achieve this by offering you:

- A job that is different every day.
- Numerous opportunities for training and development.
- Friendly and welcoming staff.
- An allocated desk and work space.
- We are an inclusive and supportive school who understands that our employees have commitments beyond work. We have a generous approach, through discussions with your line manager, to flexible working, annual leave, compassionate leave and supporting our staff in times of difficulty. Your wellbeing is of utmost importance to us!

What Will My Day Look Like?

No two days are exactly the same, but the role will usually begin with ensuring the school site is safe, secure, and ready for staff and pupils — this may include unlocking, checking alarms, inspecting the grounds, and dealing with any urgent maintenance issues.

During the school day, I will carry out routine tasks such as monitoring heating and water systems, undertaking minor repairs, arranging and overseeing contractors, supporting staff with premises-related requests, and supervising cleaning or grounds staff. I will also keep on top of stock control, ordering supplies, and ensuring compliance checks (e.g. fire safety, asbestos register, water testing, finger trapping) are up to date.

The afternoons often involve duties such as moving furniture for events or classes, dealing with deliveries, and checking that the site is secure and tidy. At the end of the day, I may lock up and I will make sure the school is safe for the next day.

Flexibility is key, as unexpected issues — from emergency repairs to health and safety concerns — can arise at any time. My day is varied, hands-on, and always focused on keeping the school safe, clean, and running smoothly for pupils, staff, and visitors.

Premises Manager Job Description

Key Responsibilities

- Ensure security of buildings and site, including out-of-hours key holder duties.
- Manage and monitor premises systems (heating, lighting, security, alarms, water testing).
- Carry out minor repairs and maintenance, including:
 - Clearing simple blockages (sinks, drains, gullies, and aco drains).
 - Repairing/replacing fixtures and fittings (e.g. door/window furniture, coat hooks, toilet seats, light bulbs).
 - Oiling/adjusting door closers and hinges and finger guards.
 - Decorating (internal and external) and maintaining grounds (e.g. leaf clearance, nettles, brambles, strimming).
- Arrange and oversee emergency and routine maintenance, ensuring compliance with required standards (e.g. fence repairs).
- Supervise cleaning and grounds staff, ensuring work meets Health & Safety standards.
- Contribute to budget management, including stock control and purchasing supplies.
- Conduct regular Health and Safety checks (fire safety, COSHH compliance) and report hazards promptly.

Duties Building Maintenance and Management

- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory. This includes duties set out in Appendices A and B and those set out below. (For example - Adjust, repair, replace and maintain all door closers and hinges. Repair furniture, fixtures and fittings as required. Repair or replace locks as necessary. Re-plaster damaged walls. Touch up and make good paintwork as required. Minor plumbing maintenance and repair work.)
- To organise and carry out a re-decoration programme.
- To organise and carry out minor improvement work.
- To ensure that either directly or by negotiation with contractors, urgent minor repairs to the school's buildings are undertaken.
- To be responsible for making appropriate arrangements for dealing with emergencies (such as fire alarm) which occur outside normal hours.
- To assist the SBM with the preparation of specifications, selection of tenderers and the adjudication of tender bids for minor works.
- To liaise with contractors working on site and ensure their safe practice.

- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- To provide monthly records of services consumption, e.g. water, electricity, oil.
- To ensure fire alarm tests are carried out as instructed by the Headteacher and appropriate records maintained.
- To recommend to the SBM programmes of site and/or buildings improvements.

Caretaking and Cleaning

- To ensure that the pathways and other external surface areas are kept free of litter, leaves and weeds etc. and that they are gritted or salted when required during wintry conditions.
- To participate in the organisation and movement of furniture and equipment within the premises.
- To ensure the responsible operation, care, maintenance and storage of all equipment and tools associated with caretaking, maintenance work and cleaning, and to ensure that proper safety standards and requirements are applied.
- To ensure in liaison with the SBM that all staff under the Premises Officer's control are instructed in Health and Safety at Work matters (including COSHH Regulations).
- To ensure adequate security of buildings and premises at all times and to comply with any special security requirements as laid down from time to time by the Headteacher
- To maintain securely a full set of school keys and operate the school key register system.
- To recommend to the Headteacher any suitable and appropriate improvements to the security of the building and to report any breaches of security.
- To organise cleaning duties and assist with these.
- To manage and train the cleaning team and ensure they are fulfilling their roles.

Health and Safety

- To advise the Headteacher on all relevant Health and Safety regulations and to advise on any issues contravening or affected by those regulations and to have special responsibility for public safety, accident prevention, reporting and investigation, fire drills, alarms and/or systems.
- To ensure that all relevant Health and Safety rules and regulations (including the WSCC Code of Safe Working Practice for Caretaking, Premises Staff) are complied with by all staff under the Premises Officer's control.
- To maintain compliance with asbestos regulations by keeping the Asbestos Register and Management Plan up to date, arranging immediate remedial action if any asbestos-related issues are identified, and ensuring that all external contractors have completed Asbestos Awareness Training, are made aware of any asbestos risks, and sign the Asbestos Register before commencing work on site.
- To report the contravention of Health and Safety Regulations by contractors working on site that could be detrimental to the health, safety and well-being of pupils, staff and visitors.
- To undertake safety audits of the premises including water testing and play equipment risk assessments as required by the school.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.

Gardens and Grounds Maintenance

- Perform general gardening duties e.g. weeding, cutting back hedges on occasions, maintaining shrubs and planters.
- Ensure hard surface areas and grounds are weeded.
- Organise the cutting back of trees by authorised contractors.

General

- To maintain all relevant logs, records and information as required by the school and health and safety regulations.
- To be responsible in conjunction with the SBM for the administration and control of the building maintenance budget.
- To attend all appropriate meetings and training courses as instructed by the Headteacher.
- To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.

Mechanical Maintenance

Important: Caretaking staff should at all times exercise diligent supervision of equipment under their control to prevent dangerous situations developing which could affect themselves and/or others. Any item requiring work beyond their capabilities or resources must be reported to the Headteacher or the SBM so that skilled tradespeople can be engaged.

All duties must be carried out in accordance with Health and Safety legislation, including the *Code of Safe Working Practice for Caretaking, Premises and Cleaning Staff*.

Hours of Duty:

Basic number of hours per week will be 20 per week. The hours of duty will be in agreement with the Headteacher. (N.B. Hours of duty may have to be varied from time to time to meet the needs of the school). The nature of the post warrants the occupant being on call as required.

Am I Right for This Job?

We know that some people may not have 100% of the things we might think we want for a role but can make an EXCELLENT addition to our team and bring new things to the table that we may not have considered. If you think your skills and experience make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria! The notes should help you see if something is absolutely essential for you to be considered.

Person Specification

Professional Qualities and Experience
<ul style="list-style-type: none">• An excellent command of the English language, to include speaking and written skills.• Previous experience or skills in the building trade or accomplishment in DIY.• The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc.• Evidence of working in a school or similar environment.• Good standard of dress and personal hygiene.• Ability to promote a positive school ethos• Understanding of and ability to maintain confidentiality.
Knowledge
<ul style="list-style-type: none">• Ability to plan, organise and prioritise work to meet deadlines, whilst being flexible to respond to urgent requests.• Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.• Have good IT skills (word, excel, emails) for managing the workload and auditing work carried out.• Ability to communicate effectively with all members of the school community, including outside contractors.• Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.• Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely.
Attitude and Approach
<ul style="list-style-type: none">• Professional and approachable attitude.• Friendly, open and positive disposition.• Be prepared to participate in training and development opportunities.• Works well in a team, flexible and co-operative• Hard-working and conscientious.• Reliable.
Safeguarding
<ul style="list-style-type: none">• Ability to form and maintain appropriate/professional relationships and personal boundaries with children and staff.• Enhanced DBS required

All our staff MUST be able to fulfil to following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there had been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which case we can advise on alternatives)