

# Briefing Pack for Applicants Premises Manager



## **Netherthorpe School**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**

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**May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.**

## Section 1: Post Advertisement

**Post: Premises Manager**  
**Location: Netherthorpe School**  
**Pay scale: NJC Grade 6 Point 21: £33,143 to 26: £37,280 (pay award pending)**  
**Contract: Full-time, Permanent – 37 Hours per week, 52 weeks**  
**Start date: June 2026 or asap**

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Netherthorpe School is an oversubscribed 11-16 school in the south-east of Sheffield. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We are seeking to appoint a hard-working and highly organised individual to undertake the important role of Premises Manager.

Candidates are encouraged to visit the school or have an informal discussion about the role with Sarah Sawford, Hub Business and Operations Manager at [ssawford@regional-mlt.co.uk](mailto:ssawford@regional-mlt.co.uk) .

**The closing date is 9am on 24 April 2026 and interviews will take place w/c 11 May 2026.**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack are available on the trust website [All Vacancies - Minerva Learning Trust](#).

**Please ensure that you do not fill in a Local Authority application form in respect of this vacancy, *ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.***  
Please provide telephone numbers and email addresses for yourself and referees.

## **Section 2: Letter from the Chief Executive – Bev Matthews**

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

Bev Matthews  
**Chief Executive Officer**

## **Section 3: Letter from the Headteacher**

Dear Future Applicants,

I am delighted that you are considering joining our school community. As the Headteacher, I am proud to lead a school that is dedicated to fostering academic excellence, personal growth, and a supportive environment for all students.

Netherthorpe School has a rich history, dating back to 1572 when it was founded by the Sitwell, De Rodes, Cavendish, and Frechville families to serve the Staveley community. Despite its historical significance, the recent Ofsted inspection in January 2025 placed the school in the 'Serious Weaknesses' category.

As the new Headteacher, I am committed to addressing these issues and working with the Minerva Learning Trust to restore the school's excellence. It's a challenging task, but with dedication and collaboration, this is a school community you can certainly make a positive impact.

Our mission statement is that students Learn, Enjoy, and Succeed. We aim to foster enjoyment in learning, so that each individual has the opportunity to make good progress and achieve excellence. We ensure we develop confident individuals who are able to live safe, healthy, and fulfilling lives, whilst also being responsible and active citizens who will make a positive contribution to society.

### **Our Values:**

We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so, we promote the following values: Respect, Responsibility, Resilience, and Aspiration.

### **Academic Excellence:**

Our curriculum is designed to challenge and inspire students, preparing them for success in higher education and beyond. We offer a wide range of subjects, including a broad range of advanced courses in the 6<sup>th</sup> Form. Our teachers are passionate about their subjects and committed to helping students achieve their best.

### **Extracurricular Activities:**

We offer a wide range of extracurricular activities, from sports to arts, ensuring that every student has the opportunity to explore their interests and develop new skills. Our sports teams have a strong tradition of excellence, and our arts programs provide opportunities for students to express themselves creatively through music, drama, and visual arts.

### **State-of-the-Art Facilities:**

Netherthorpe is a truly special place. Combining modern facilities with listed buildings. We have well-equipped science labs, a comprehensive library, technology and sports facilities that include a sports hall gymnasium and playing fields. These resources are designed to enhance the learning experience and provide students with the tools they need to succeed.

### **Supportive Environment:**

We understand that each student is unique, and we are committed to providing a supportive environment that caters to individual needs. Our pastoral care system ensures that students

receive the guidance and support they need to thrive both academically and personally. We also offer counselling services and have a dedicated team to assist with any challenges students may face.

Here at Netherthorpe, we are ambitious for both the school and its community and are committed to continued improvement. Our staff are our most valuable asset, and we are committed to attracting the best staff to the school and ensuring their personalised professional development, with our core purpose being the improved quality of teaching and learning for all.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organization and help us achieve our mission, then we look forward to receiving your application. We look forward to receiving applications from candidates who would love to join us on our journey to excellence.

Warm regards,

Rachel Sutcliffe  
**Head of School**

## Section 4: Job Description



# Minerva Learning Trust Job Description



**Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>POST TITLE</b>	Premises Manager
<b>GRADE/SALARY</b>	NJC Grade 6 (Point 21-26) pay award pending
<b>HOURS/WEEKS</b>	37 hours per week, 52 weeks per year
<b>LOCATION</b>	Netherthorpe School
<b>RESPONSIBLE TO</b>	Hub Business and Operations Manager
<b>RESPONSIBLE FOR</b>	Premises Team Cleaning Team
<b>PURPOSE OF THE JOB</b>	To provide an efficient, effective and proactive premises service to support the education and well-being of students at all times, ensuring security, heating, lighting, maintenance, health & safety and cleanliness of the site. To take pride in the site and buildings of Netherthorpe School
<b>RELEVANT QUALIFICATIONS</b>	Basic training and/or good experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

## **MAIN DUTIES**

### **TEAM LEADERSHIP**

- Effectively organise, prioritise and allocate workload to team members using the Trust's Compliance system.
- Plan, monitor and control workloads of all team members.
- Administer effective time recording for the service area.
- Effectively monitor and control any necessary pre-approved overtime.
- Monitor sickness absence in line with school and trust policies including attendance at meetings where required.
- Manage the performance of the premises team (caretakers, cleaners) including:
  - Set appropriate Ambitions in line with the Trust Performance Development Policy that support personal and professional development including identification of appropriate CPD.
  - Assist and support other premises supervisors (e.g. cleaning supervisor where applicable) with team development and supervision.
  - Ensure that premises team members are fully trained in the use of the Trust Compliance System to support monitoring and control of work activities and performance to standards and operating procedures.
- Use own specialist skills and knowledge to coach team members and ensure consistently high levels of performance are achieved and the estate is a fit for purpose learning environment.
- Contribute to developments within the service area and actively support the implementation of school and Trust systems, policies and procedure.
- Prioritise daytime working to ensure effective leadership of the team.
- Provide flexible contingency cover for absent team members in order to maintain effective and continuous service delivery of lettings and events as needed.
- Ensure the daytime deployment of the team ensures that support is effectively responsive to students and staff.
- Ensure the team take pride in their work and the school and seek to proactively identify and resolve issues and problems.

### **RESOURCE MANAGEMENT**

- Act as primary key holder.
- Organise and initiate the efficient and effective provision of resources for carrying out necessary work within the service area.
- Ensure that robust security measures are in place to protect all of the school site and premises at all times.
- Work with the Regional Team and Trust Estates Team to identify risks and concerns and proactively plan to address and resolve them.
- Implement procedures in order to ensure all fire precautions are in place in line with regulations and work with the HBOM and Headteacher to ensure records of drills are kept and any action points arising are in place.
- Implement procedures to ensure that the provision of all utilities are safe, both during school and when the school is closed.
- Liaise with the emergency services as and when necessary.
- Liaise with contractors as necessary, ensuring full induction to the site and all necessary checks are in place prior to commencement of works; including out of hours working.

- Ensure progress on all works undertaken by contractors and that checks are done on completion of works.
- Maintain an effective premises stock control systems for materials and equipment.
- Maintain a service schedule for managing maintenance jobs using the Trust Compliance system and allocate necessary resources.
- Contribute to the planning of larger works programmes in liaison with the Hub Business Operations Manager and Trust Director of Estates and Facilities.
- Proactively identify rectification work on the site and take the appropriate action.
- Ensure that all energy conservation issues are actioned effectively.
- Ensure the Buildings Management System is functioning and is monitored.
- Ensure that all areas of the school site (internal and external) are maintained to a high standard.
- Ensure that the school minibuses are maintained, serviced, repaired and administered ensuring compliance with all legislative requirements.
- Ensure an effective and responsive approach to cleaning requirements are carried out by the caretaking team in order to maintain standards (e.g. graffiti removal, refuse removal, clearance of gullies and drains, accidental spillages, toilets).
- Oversee and monitor the cleanliness of the school giving appropriate direction where required and completing audits.
- Implement systems to ensure that the grounds are maintained to the required standard.
- Ensure that all premises equipment has a regular scheduled servicing and maintenance regime and ensure records are maintained in the Trust Compliance System.
- Ensure a clear service schedule is in place and recorded in the Trust Compliance System to make sure all school equipment and facilities are well maintained, compliant and safe at all times.
- Supervise the resource requirements for functions/events, meetings and examinations etc.
- Organise and administer logistics for events.
- Provide service delivery outside school hours as and when necessary (*also see lettings*).
- Ensure that all mechanical and electrical equipment is regularly maintained and working efficiently at all times liaising with external maintenance contractors.
- Manage and maintain a working environment for the premises team to ensure it is safe, secure, clean environment to work within.

## **MONITORING AND CONTROL**

- Develop, document and maintain systems and procedures in order to ensure an efficient and effective service.
- Ensure all team members use the Trust's Compliance system to monitor and meet school need.
- Contribute to the safe and effective management of Lettings as appropriate, ensuring effective liaison with relevant colleagues.
- Ensure that the required staff cover for evenings, and weekends is organised to ensure that the school environment complies with requirements for Health and Safety.
- Ensure that the rotas for evenings and weekend are equitable and that this time is used proactively by team members agreeing work that will be undertake and recorded in the Trust Compliance System.
- Contribute to the School's critical incident and disaster recovery plans as the named manager for premises and, under the guidance of other senior staff.

## **BUDGET MONITORING**

- Assist with the effective control of all premises related budgets.
- Implement financial controls as required in line with the Trust Finance Policy and the school's internal administrative requirements.
- Provision of data analysis for the service area in order to maximise use of resources.

## **LEGISLATION**

- Ensure compliance with all relevant legislation applicable to the service area e.g. Health and Safety, including completion and recording of necessary statutory compliance checks.
- Ensure that all work that presents any Health and Safety issues is carried out immediately.
- To carry out risk assessments of the school site where deemed necessary.
- Ensure statutory site checks are carried out as per requirements and documents are maintained and filed accordingly in the Trust Compliance System.

## **SAFEGUARDING**

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

## **OTHER SPECIFIC DUTIES**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

## **GENERAL**

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.
4. Undertake any necessary training courses, or training as appropriate for the post.
5. Attend meetings as and when required.

## Section 5: Person Specification



# Minerva Learning Trust Person Specification



### Post title: Premises Manager

Minimum Essential Requirements	Method of Assessment
<b>QUALIFICATIONS AND TRAINING</b>	
Basic training and/or good experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems	AF/I
Evidence of training linked to premises management	AF
<b>KNOWLEDGE AND EXPERIENCE</b>	
Recent experience of working in a school environment/or worked in an environment using similar skills	AF/I
Experience of managing a small team	AF
Understanding of health and safety requirements in premises management	AF/I
Knowledge and understanding of the statutory checks to be completed	AF/I
<b>PROFESSIONAL DEVELOPMENT</b>	
A commitment to ongoing professional self-development	AF/I
Evidence of recent continuous professional development in a relevant field	AF
<b>SKILLS</b>	
Good organisational skills	AF/I
Good communication skills and ability to develop relationships with people at all levels	AF/I/AA
Managing people	AF/I
Good computing skills including knowledge of using the internet and Microsoft Office suite.	AF/I/AA
<b>QUALITIES AND ATTRIBUTES</b>	
Demonstrate excellent communication skills	AF/I
Flexibility and commitment to contribute fully to the tasks in school	AF/I
<b>EQUAL OPPORTUNITIES AND SAFEGUARDING</b>	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

**Key:** AA = Assessed activity  
 AF = Application form  
 I = Interview  
 R = Reference

## Section 6: The Appointment Process

These notes are intended to guide you when making an application.

- The Application Form  
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
- Education and Training  
State your qualifications and any training you have undertaken relevant to the post.
- Present Appointment  
Make it clear what your present post is, which establishment you work in and who your employer is
- Previous Appointment  
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.
- Referees  
If you are currently working, or have worked before, your first reference must be your present or most recent employer.

  - Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
  - Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
  - If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
  - If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
  - Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
- The Supporting Statement/Letter of Application  
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
- Arrangements for Interview  
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

8. The Interview  
Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.
9. Feedback  
Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
10. Selection for Appointment  
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
11. Arrangements for Applications  
When you have completed your application, the completed form and covering letter should be e-mailed to [vacancies@netherthorpe-mlt.co.uk](mailto:vacancies@netherthorpe-mlt.co.uk) by the closing date.