

# CANDIDATE INFORMATION PACK



CITY OF LONDON  
ACADEMY  
HIGHGATE HILL

---

Premises Officer

EMBRACING TRADITION • PURSUING EXCELLENCE • LEADING CHANGE

## CEO WELCOME

**Dear Applicant,**

**I am delighted that you have chosen to apply for a post with the City of London Academies Trust.**



COLAT is driven by the ambition to deliver exceptional educational outcomes for the young people we serve, combining the heritage and traditions of the City of London Corporation with a creative and effective approach to teaching and learning.

Our expectations are high for both our students and our staff and as such we work to three core values: integrity, professionalism and care. We demonstrate real care by insisting on the highest expectations of behaviour in every phase and setting. Our curriculum is regularly reviewed and updated to ensure that every young person is afforded the knowledge and skills they need to be successful. We promote and support excellent classroom pedagogy as well as ensuring we have common approaches to assessment and intervention. This is how we care for our young people and ensure that they achieve the highest possible outcomes and are able to counter the many aspects of disadvantage they, their families and our wider communities experience.

Our 'Foundations of Excellence', which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles led to the City of London and COLAT previously being recognised as the best performing academy chain for progress and attainment of disadvantaged children ('Chain Effects', The Sutton Trust). This fuels our determination to continue to develop the work we do, while remaining focused on the ambitions for our schools and making a significant difference to children's lives.

In striving for excellence in all aspects of our work, we are acutely aware that this will only be achieved through hard-working and motivated staff. Our care for staff means that we invest in our people, allowing them to grow and achieve their career goals within the Trust or beyond. We are committed to providing first-rate training and development opportunities to all our staff, in addition to excellent career advancement opportunities within our growing Trust.

In the classroom, and around school, we expect the kind of exemplary behaviour that allows our staff to generate exceptional learning outcomes for our children. Being sponsored by the City of London Corporation also means our staff benefit by having access to a huge range of resources, events and exciting learning opportunities that other Trusts are simply not able to offer.

We are always looking for like-minded individuals to join us on our journey. Making the choice to work for COLAT means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your specific talents, whatever they may be. We look forward to receiving your application.

**Yours faithfully,**

A handwritten signature in blue ink, appearing to read 'M. Emmerson', written over a light blue horizontal line.

**Mark Emmerson**  
**Chief Executive Officer**



## WHO WE ARE

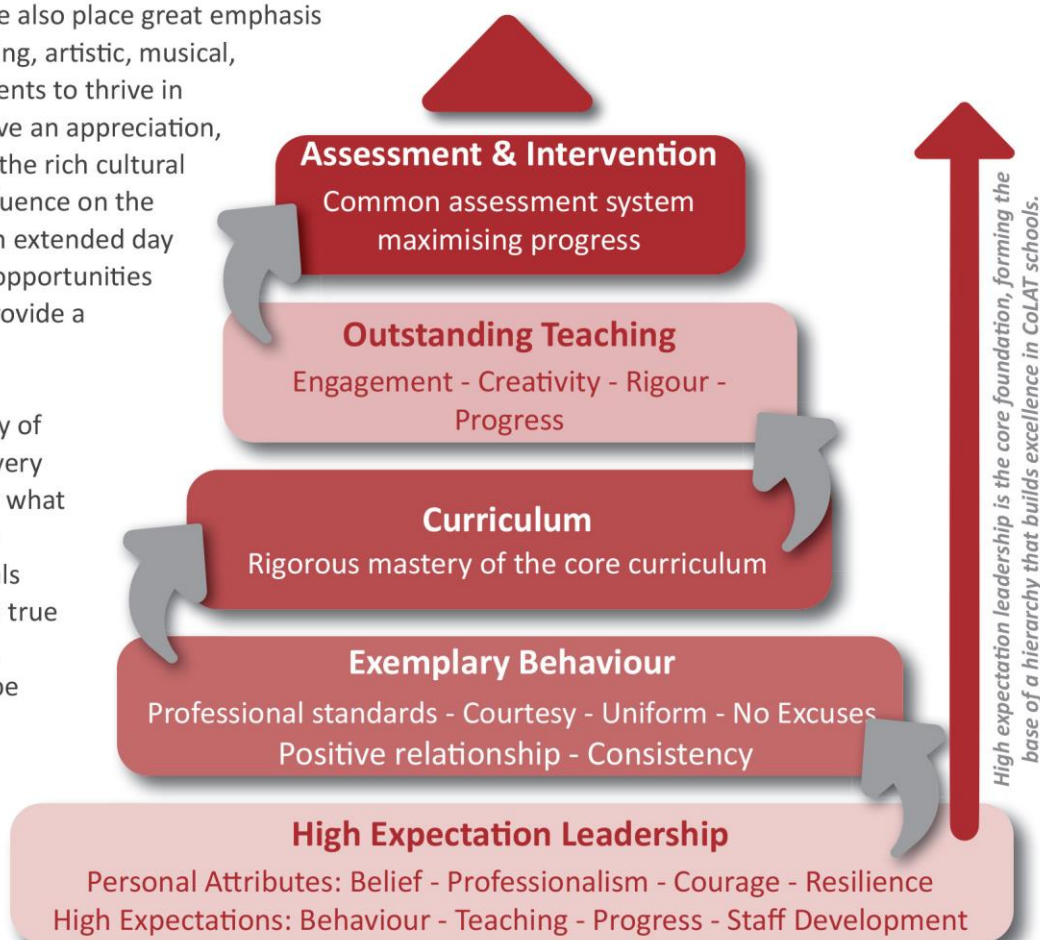
**City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.**

We are unashamedly academic and unapologetically results driven because we recognise that strong SATs, GCSE and A level outcomes lead to increased life opportunities for our students. All our schools adopt a warm/strict approach, with every one of our School Leaders adhering to and aligning with our COLAT behaviour systems. Our simple, clear, and consistent routines, rituals and norms embed strong habits delivering exceptional student behaviour. In our schools, our teachers can teach, and students can learn, uninterrupted. We take great pride in curating an exceptionally positive learning environment and we obsessively guard against anything which may compromise our strong ethos and culture.

Our curriculum is knowledge rich. We believe in teaching 'powerful knowledge,' and educating our students on the 'best that's been thought and said' is crucial to giving them the best possible chance of success in life. More broadly, we find opportunities to elevate the curriculum to ensure our most able students can compete with their more privileged peers. Our curriculum is coherently and intelligently sequenced, with our Subject Improvement Leads working closely with Heads of Department to drive gains in learning and develop subject specific pedagogy. We are working on creating a standard curriculum in most of our subjects; this will help reduce teacher workload by taking away the production of high-quality resources and assessments, freeing up our expert teachers to grapple with the delivery of the content and focus on the learning.

Our teaching approach is influenced by the works of educationalists such as Doug Lemov. We are confident we know what works for schools in our specific context, and we have spent a long time codifying our approach, whilst also providing sufficient flexibility for our teachers to add their own unique personality and dynamism to their classrooms. Results are important to us, but we also place great emphasis on developing our students' sporting, artistic, musical, and linguistic talents. For our students to thrive in modern Britain, they must also have an appreciation, understanding and attachment to the rich cultural heritage of our country and its influence on the wider world. All our schools run an extended day to deliver an array of enrichment opportunities and super curricular sessions to provide a truly holistic education.

It is an exciting time to join the City of London Academies Trust, and we very much hope you will be inspired by what you learn about us. We are always excited to meet fellow professionals and there is no better way to get a true sense of a school's culture, values, and ethos than by visiting. We hope you take up this opportunity so you can see what life-changing opportunities our schools provide, and how integral our people are to this mission.



## PROFESSIONAL DEVELOPMENT

We are committed to providing **individualised** and **impactful** professional development for every member of our COLAT community, and we offer a menu of talent pathways to support you at every stage in your career.

These pathways are research-based, designed for COLAT schools and delivered by experts from across the Trust. They provide Trust-wide training and networking opportunities to support you to achieve your career goals.


The Talent Pathway menu includes:

- **Aspiring to Middle Leadership: Leading a Department**
- **Aspiring to Middle Leadership: Leading a Year Group**
- **Aspiring to Middle Leadership: Leading a Operational Department**
- **Aspiring to Senior Leadership: Curriculum, Teaching and Learning**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Behaviour**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Management**
- **Aspiring to SEND Leadership**
- **Aspiring to Operational Functions Leadership**

If you are interested in one of our Talent Pathways, please do ask for more details during your school visit or interview.

## EMPLOYEE BENEFITS

We invest in and support our staff by keeping their development a priority, and we are proud to have a range of benefits to ensure staff feel valued, including:

- **Teachers' or local government pension scheme with a generous contribution from the Trust**
  - **Occupational maternity and adoption pay following 26 weeks of continuous service**
  - **Generous annual leave entitlement**
  - **Sabbatical leave entitlement for up to one year (unpaid) after five years' continuous service**
  - **Cycle to work scheme**
  - **Corporate gym membership rates**
  - **Travelcard loan scheme**
  - **Annual training and development opportunities in addition to in-house staff development**
  - **Access to City of London housing allocation scheme**
- 

## Principal's Welcome



Dear Applicant,

Thank you for your interest in the position of Premises Officer with the City of London Academy Highgate Hill. We are delighted that you have chosen to apply to our academy and welcome your application.

City of London Academy Highgate Hill opened in September 2017 as a mixed, all ability, non-denominational academy inheriting four cohorts (Years 8 to 11) from what was previously, Mount Carmel Catholic College for Girls. Our state of the art sixth form building opened in January 2024.

We aim to provide a world class education for our students - making them 'well-rounded' individuals. Our vision is to therefore create an academy that will exemplify 'Outstanding' secondary practice, evidenced by excellent attainment and progress for all pupils. Highgate Hill provides learning experiences that reflect the characteristics for which the City of London is known around the world:

- High expectations, aspirations, excellence and a belief that all can succeed
- Creativity, innovation and enterprise, alongside tradition and heritage are championed
- Developing people who are confident, resilient, compassionate and democratic
- 

If you feel that you can make a positive contribution, please apply. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Prince Gennuh'.

**Prince Gennuh**  
**Principal**



## Premises Officer – Job Description

**Post:** Premises Officer

**Accountable to:** Buildings and Facilities Manager/Director of Finance and Operations

**Grade/Range:** Scale 4 SCP 8 – 11

**Salary:** £31,434 - £32,817 FTE

**Working Pattern:** Monday – Friday, 7.00am – 15.00pm, 35 hours a week (full time), 52 weeks per year. The role will require the post holder to work flexibly to meet the business needs of the academy, have a flexible attitude to working hours i.e. prepared to work outside normal working hours and days when required, including out of hours and call outs.

**A/L Entitlement:** 29 days

**Location:** City of London Academy Highgate Hill

**Disclosure level:** Enhanced

### Main Purpose

To assist the Buildings and Facilities Manager and site team with aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the site. This includes the safe and efficient opening of the academy, portage, routine maintenance and refurbishment, minor repairs and advising on improvements. Ensure Trust policies, processes and procedures are always followed and that the site is fully compliant with health and safety requirements. Ensure high quality service delivery is always maintained, using the Facilities System for logging, and managing of jobs and for statutory recording.

### Key Accountabilities

#### Key Responsibilities

- To undertake repairs and smaller DIY projects.
- As required, oversee the opening of the site, ensuring all morning walk rounds are completed before welcoming students to site.
- Assist the academy leadership team to ensure the premises are in fit working order to enable them to achieve the best possible student outcomes.
- Provide premises support to staff when Site Manager is away from site.

#### Planned and Reactive Maintenance

- Undertake the scheduled day-to-day maintenance, repair and cleaning of the academy site, both internally and externally.
- Support with the daily, weekly, and other regular duties, as well as reactive duties. Including, but not limited to the below:
  - Using tools and equipment for general maintenance work that is required, appropriate to skills and qualifications.
- Refer larger, more complex work where specialist knowledge may be needed as appropriate.
- Use electronic Facilities System to manage jobs, including logging and closing of jobs.
- Inspect and clear drains and/or gutters when required.
- Support the site team to ensure the heating systems are always operational.

# CITY OF LONDON ACADEMY HIGHGATE HILL

- Check and maintain grounds ensuring these are safe for public use.
- Liaise with contractors carrying out work on site as directed by appropriate managers.
- To assist the site team with small tasks relating to the program of redecoration/ refurbishment
- Ensure the academy site is kept clean, safe and in a good state of repair and report to the Site Manager if stocked of necessary supplies are low.
- Responsible for carrying out premises compliance checks, when instructed by academy operation leaders, keeping accurate records for their approval.

## **Security**

- To support with the unlocking and locking of the academy, liaising with key holding company when cover is required.
- Carry out security checks and procedures for the buildings and grounds, including setting intruder alarms and ensuring boundaries are secure and that all gates and doors are locked when required.
- Undertake routine and non-routine security process when opening and closing of site.
- Respond to emergencies on site as required.
- Support with operation of CCTV equipment if required, in line with Trust policies and procedures with due regard to GDPR regulations.
- To act as additional keyholder for the site on callouts.

## **Cleaning and Waste**

- Carry out reactive cleaning duties when required – e.g., cleaning up spillages or cleaning graffiti.
- Ensure consumables are replenished as required (e.g., toilet roll, soap, hand sanitisers, hand towels)
- Ensure the site is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- Emptying bins as required and disposing of waste appropriately and in line with legislation.

## **Health & Safety**

- Ensure you comply with Health & Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others.
- Support with reactive duties as required in the event of fire, flood, breaking and entering, accident or major damages.
- Gritting and snow clearance, when required in bad weather.
- Keep site clean, safe, and tidy at all times, including site staff work areas and offices.
- Liaise with contractors, ensuring they are following Trust and Health & Safety processes and procedures.

## **General site duties**

- To ensure the site is fit for use each morning, reporting any problems to the Site Manager/Caretaker.
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met
- To manage the provision of a portering and furniture moving service as required in order that academy activities can proceed and that the entrance is welcoming.

## **Other**

- Undertake such other duties as reasonable correspond to the general character of the post and commensurate with roles of this level within the academy.
- To work within a framework of best practise governed by the relevant occupational standards to support excellence in teaching and learning.

# CITY OF LONDON ACADEMY HIGHGATE HILL

- To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the school
- To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives.
- To adhere to the GDPR framework.
- To adhere to the COLAT Equality policy in all activities, and actively promote equality of opportunity.

## **Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

## **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



## Premises Officer – Person Specification

### **Our Values and Vision**

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### **Our Staff**

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

### **Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

# CITY OF LONDON ACADEMY HIGHGATE HILL

	Essential	Desirable
<b>Qualifications</b>		
GCSE (or equivalent) in English Language and Maths grade C or above	Y	
First Aid trained		Y
Health and Safety training		Y
<b>Experience, Skills and Knowledge</b>		
Confident user of a range of desktop and MIS applications	Y	
Excellent customer service skills	Y	
Ability to use a range of maintenance tools		Y
Experience working within site maintenance		Y
Knowledge and experience of audits		Y
Knowledge of Health and Safety legislation and compliance		Y
Ability to use own initiative	Y	
An ability to relate to and communicate effectively to staff and students		Y
To be organised, efficient and work to deadlines	Y	
Polite, friendly and flexible approach to work	Y	
To keep calm and professional at all times	Y	
<b>Personal Qualities</b>		
Genuine interest in pursuing a career within premises management	Y	
A commitment to ongoing training	Y	
Presentable and professional at all times	Y	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	Y	
Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Motivation to work with children and young people	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	

## HOW TO COMPLETE THE APPLICATION

**Vacancy Title:** Premises Officer

**Vacancy Description:** Permanent, Full Time

**Vacancy Location:** City of London Academy Highgate Hill

**Vacancy Closing Date:** 21.00pm Sunday 16 July 2025

**Submission:** Applications must be submitted via the TES portal on the following link: <https://www.tes.com/jobs/employer/city-of-london-academy-highgate-hill-1084149>

It is essential that a fully completed application form is submitted. City of London Academies Trust cannot accept CVs alone. It is recommended that you retain a copy of your application form, so you can refer to it if you are invited for interview.

The main sections of the application form ask for various information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies required for the job. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills, qualifications and any notable awards. These can be selective, and you only need to provide those you consider relevant to the job you are applying for.

Your letter of application/supporting statements is the most significant element of the application form. Using no more than 1,000 words please provide an accompanying letter explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

As part of your letter of application/supporting statement we are interested in knowing your impact so please provide relevant evidence. For instance, if you are seeking a pastoral role provide relevant data on the reduction of exclusions. If seeking a teacher role provide progress and attainment data of classes taught. If you do not meet all the essential criteria, it is unlikely that you will be shortlisted.

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly.

For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks in line with Keeping Children Safe in Education, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from City of London Academies Trust vision and values.

Please provide details of two referees, one of whom should be your present/most recent employer. References will not be accepted from relatives or friends. References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



CITY OF LONDON  
ACADEMY  
HIGHGATE HILL

---