

Premises Officer

Montsaye  ACADEMY



Contents

- 01 About us
- 02 Our Values
- 03 Career Development
- 04 What our staff say
- 05 Staff Wellbeing
- 06-07 Being part of Pathfinder
Schools
- 8-9 Advert
- 10-12 Job Description
- 13 Person specification
- 14 Contact us



About us

"We pride ourselves on being at the heart of the local community"

Montsaye Academy is located in the historic Northamptonshire market town of Rothwell, easily reached from Leicestershire, Northamptonshire, Warwickshire and Bedfordshire. Northamptonshire is a popular place to live and one of the greenest counties in England with over 161 parks covering 1600 acres. Montsaye Academy is a vibrant and active community where learning and achievement, in their widest sense, are viewed as the core purpose of our work. It is also a caring and supportive environment in which children can become adults, unafraid to make mistakes, flexible enough to overcome obstacles and ambitious enough to be extraordinary not average.

The school is a member of Pathfinder School's Multi-Academy Trust and collaborates closely with the Trust Central Team, and its nine other Schools. The academy has developed very effective partnerships with other local secondary schools, which enhances our curriculum and supports our practice.

We are fortunate to support the learning of over 1000 students between the ages of 11-18, including a vibrant Sixth Form. Our students join us from Rothwell and a number of neighbouring villages and towns. We employ close to 200 staff, including 70 teachers and leaders and 130 support staff, who enable our academy and students to thrive.

Our on-site facilities include:

- A Community Sports Centre with a Sports hall, Swimming Pool, Fitness Suite, Dance Studio, a full-size 3rd Generation Rubber Crumb all weather surface, grass football pitches and Multi-use Games areas.
- Staff room and Faculty bases
- State-of-the-art Science laboratories
- Dedicated Sixth-Form area
- Recently refurbished restaurant and café



Our Values Excellence, Resilience Aspiration



“

These are more than just words on a page—they reflect who we are today and guide our decisions’

”

As an educator of young people, what we do speaks volumes. How we do it resonates even more loudly. Our values of **Excellence**, **Resilience** and **Aspiration** underpin everything we do and have become common language throughout the academy.

Excellence—The spirit of Montsaye is one that celebrates excellence in all things. Our curriculum is specifically aimed at making lessons both varied and challenging by putting enquiry, thinking, questioning and independence at the heart of everything we do.

Resilience—Resilience in learning is about persevering through setbacks, taking on challenges and risking mistakes to reach a goal. Here at Montsaye we want everyone staff and pupils alike to have the tenacity to overcome barriers and exceed expectations.

Aspiration—Inspiring students and staff to be the best they can be is a whole school approach, we want our students and staff to seek new and exciting opportunities to develop themselves. At Montsaye we invest heavily in our student careers and our staff continuous professional development programmes.

Career Development

'Montsaye Academy nurtures aspiring leaders'

We are a research engaged school and our teaching and learning strategies are driven by the evidence of what works. Our aim is to re-intellectualise teaching and to give all our teachers the opportunity to engage in research and development to improve their teaching practice.

We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning.

We also provide our staff with access to accredited qualifications and training.

Apprenticeships

Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

Early Career Framework

We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) will be delivering the new Early Career Framework. Our Early Career Teachers will benefit from our specialist skills in the new framework.



National Professional Qualifications (NPQ'S)

Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the National Professional Qualifications (NPQ) training programmes to schools. The qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

What our staff say...



“There’s a family atmosphere amongst staff”

“Shared resources allow flexibility, and we are constantly evolving to further improve”

“Excellent team spirit”

“There’s a staff buzz; they rally the troops and get on board to have some fun”

“Montsaye staff really care about the students”

Staff Wellbeing



“

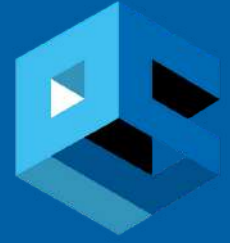
**‘Team Montsaye:
staff look out for
each other.’**

”

Montsaye Academy is heavily invested in staff wellbeing and is proud to offer access to the following;

- A dedicated wellbeing hub
- A weekly focus on wellbeing with regular wellbeing-focused activities
- Cake Wednesdays, where staff have the opportunity to bring in their bakes and catch up with colleagues
- A reduced membership rate for our on-site Sports Centre, which boasts a pool and modern gym where staff can swim for free
- Access to 24/7 telephone counselling service for staff and their immediate family via Zurich
- Access to a health and wellbeing cash plan via Westfield Health
- Access to trained staff Mental Health First Aiders, and part of the Pathfinder Schools Wellbeing Committee
- Access to an exceptional Occupational Health advice
- Support to create Wellness Action Plans
- An employer who is committed to empowering our colleagues to achieve and maintain life-work balance

Being part of Pathfinder Schools

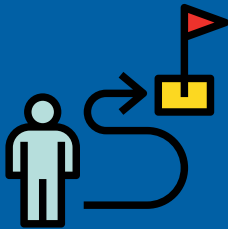


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by our unshakeable belief in the power of education to change lives. We believe that staff and pupils can flourish when they are happy and well-supported. We are inspired by the challenge of providing children with a rich tapestry of experiences that allow them to explore the world and their place in it.

We are passionate about our values of **Aspiration, Responsibility and Courage**, we believe that when people feel respected and included they can be more creative, innovative, and successful.

One Trust, transforming lives and communities, inspiring greatness

Our purpose



Our Trust is a growing family of schools, built on a commitment to the development of the children and young people in the communities we serve.

We exist to deliver the very best educational outcomes for every learner.

Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

Our vision



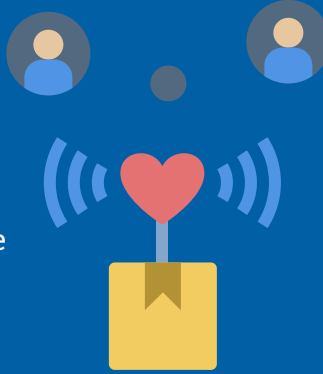
Together we want to develop inspirational schools which instil **Aspiration, Responsibility and Courage** in every learner, enabling them to find the greatness within them.





Our strategic objectives

- Every school a great school
- Every school an inspiring place to work and learn
- Every school a school of choice in the community
- Every school expertly supported by a strong central team



Our Values

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

Our Values

Aspiration



We aim high

Everyday we aim to be the best we can be. We are all striving to reach our own personal greatness. We recognise that we do not all start from the same place and we work to enable all to overcome barriers and achieve their full potential.

Responsibility



We play our part

We believe that we are all responsible for making Pathfinder Schools an inspiring place to work and learn. We hold ourselves accountable for our own actions, admit when we have failed against our own standards, feel comfortable asking for support and always strive to be our best selves.



Courage – We are brave

We are a Trust that faces challenges directly, we are honest about the decisions we make and the reasons for them. We support each other through difficult times in our learning and in our lives. We have the strength to persevere in the face of difficulty, uncertainty and challenge.



Contract type

- Permanent
- 37 hours per week
- 52 weeks per year

Salary

- Grade G Points 8 - 12
- £24,702 - £26,421 per annum

Start date

- As soon as possible

Interviews

- TBC

How to apply

To apply, please complete a Pathfinder Schools application form, which can be downloaded from the vacancies page of the website: www.pathfinderschools.org.uk/join-us/vacancies

Completed application forms should be accompanied by a letter of application and should be sent to recruitment@pfschools.org.uk

Advert

We are looking to appoint a Premises Officer to join our busy Site team. Duties will include assisting the Site Manager and team in the daily maintenance and upkeep of the academy premises, providing a high quality service and ensuring the premises and environment is maintained to the highest standard.

If you would like to arrange a tour of the school or to speak with a member of the team to learn more about our Academy and the role, please email the academy Business Manager Wayne Eldridge who will assist you further weldridge@montsaye.pfschools.org.uk

Montsaye Safeguarding Policies and Procedures are available on their website, which can be accessed on the following web address: <https://www.montsaye.northants.sch.uk/about-us/policies-and-funding/>

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Online searches

As part of our rigorous Safer Recruitment process, Pathfinder Schools has adopted the practice of online searches including Social Media for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.

Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is passionate about its values of Aspiration, Responsibility and Courage, we believe that when people feel respected and included, they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.



Premises Officer

Job Description

Accountable to: Business Manager

Responsible to: Site Manager

Principle responsibilities of the post:

- To be a member of the site team and assist the Site Manager in the daily maintenance and upkeep of the academy premises.
- To be responsible for supporting the Site Manager in the delivery of a high quality service, ensuring the premises and the environment is maintained to the highest standard.
- Supervise, coach & mentor the site apprentice, ensuring work is suitable to training and experience obtained.
- The role will work under the supervision and direction of the Site Manager

Specific Duties:

- To ensure the security of site and premises.
- To conducted general repairs and maintenance of building fabric and site assets as requested by Site Manager.
- To depute for the site manager when necessary.
- To respond to and act upon site issues as identified or directed.
- To respond to and act upon site maintenance issues as identified or directed.
- To take immediate action on site issues and respond to emergencies promptly.
- To be responsible for ensuring compliance with health and safety legislation.
- Supervise, coach & mentor the site apprentice, ensuring work is suitable to training and experience obtained.
- To conduct other tasks as requested by the site manager.

Security of site & premises

- The opening of the Academy premises in accordance with the Academy opening and closing times and according to the shift system; deactivating intruder alarm systems, unlocking gates and external/internal doors. Checking that the premises have not been damaged, that there are no health and safety issues, and that the building is safe to be used by the staff and pupils.
- Securing the premises at the end of the day, in accordance with the Academy opening and closing times and according to the shift system; checking that all occupants have vacated the site; ensuring that all windows are closed and locked and that all lights and electrical equipment are switched off (as appropriate). Locking all secure areas, doors and gates. Activating the intruder alarm systems and ensuring the safekeeping of the keys to the Premises.
- To be available as necessary to provide access to the Academy, as required, for authorised personnel or appropriate emergency services outside the normal hours of opening, including weekends according to the shift system.
- Liaising with the out-of-hours security company in the event of an incident occurring on Academy premises outside the normal hours of opening.
- Supervising lettings. To include setting out furniture, cleaning hired rooms, and monitoring both security and the condition of the toilets. Securing the site at the end of the letting, including lettings outside the normal hours of opening.
- To deal with all visitors and external agencies regarding on-site maintenance business in the absence of Site Manager.

General Repairs/Maintenance Duties:



To regularly inspect the Academy premises to identify any health and safety issues along with the need for repairs or improvements to the buildings or grounds. All health and safety matters need to be immediately brought to the attention of the Site Manager. Any urgent health and safety matters need to be made safe as soon as possible and repairs/adjustments etc. undertaken. Non-specialised repairs should be undertaken where possible with the agreement of the Site Manager.

As a result of the inspections and requests from fellow members of staff, the Premises Officer will be expected to undertake numerous maintenance, repair and decoration tasks. The following list describes some of the tasks to be undertaken and is not intended as an exhaustive list.

- Assist other premises officers with their duties as required to ensure that the academy is kept clean and tidy at all times both internally and externally including the preparation of planned events e.g. open days, open evenings and exams etc.
- To perform weekly checks on the academy's minibus, ensuring that it is safe to use, clean, and fuelled. To ensure minibus is serviced & maintained. Report all defects to the Site Manager.
- Assigning the Academy minibus out to staff.
- Visually check all fire safety equipment and ensure that all fire exits are kept free from obstruction.
- To ensure that general service and maintenance of grounds machinery and equipment is conducted to ensure that its operational safety is maintained.
- To operate alarm system and implement overall security procedures for the site.
- To monitor personnel on site and ensure that any unauthorised access, in/out of Academy hours, is dealt with.
- To carry out daily maintenance of the All Weather Sports area.
- To be responsible for maintaining equipment and deal with emergencies e.g. non-functioning boilers, broken windows, contacting contractors for all electrical, gas and water emergencies across the site
- Repairs to plaster and brickwork;
- Repair/replacement of door handles/latches/locks and window fastenings and adjusting ill-fitting doors;
- Repairing or fitting shelving, notice boards and whiteboards. Mending tables, desks, chairs etc.;
- Replacing towel and soap dispensers;
- Securing and making safe damaged toilet seats;
- Removing/replacing damaged and hazardous floor tiles and replacing wall tiles;
- Replacing broken coat hooks;
- Attending to curtains and blinds, including fixing curtain tracks and taking down/re-hanging
- Replacing light bulbs and damaged light diffusers. Cleaning diffusers and shades;
- Isolate water/gas/electricity supply in the event of emergencies;
- Repair gutters, downpipes and roof outlets
- Unblock drains, using rods if necessary.
- Making safe broken glass and windows while effecting temporary repairs.
- Ensure clear access at all times for emergency services, including obstructive parking
- To ensure that car parking areas are kept clean and tidy.
- Carry out general maintenance to grounds machinery and ensure that maintenance is kept up to date.
- Switch off all unnecessary lights when noticed.
- Ensure clear access at all times for emergency services, including obstructive parking.

Porterage and General Duties

- Responsible for ensuring safe pedestrian access to the Site and between buildings by the maintenance of external site affairs e.g. snow clearance, gritting academy roads and paths in good time, drain clearance, positioning and daily emptying of litter bins etc.



- Ensuring proper access to and exit from the Academy site for contractors and directing them to the location of items or areas requiring repair or maintenance. Monitoring the satisfactory completion of repair and maintenance work, referring matters to the Site Manager, as necessary.
- To ensure that the Academy is adequately prepared for planned events, i.e. to set out and store furniture and equipment as required in accordance with all Academy's activity e.g. open days, evenings, exams or the requirements of staff or groups using the premises during or outside normal Academy opening times.
- Removing, laying out, stacking and transporting furniture and equipment as and when required.
- To be responsible for cleaning areas of the academy not covered by the cleaning contract e.g. windows, light fittings, main hall/sports hall/gym floors
- Attending appropriate training courses as may be required from time to time.
- Ensuring that all work is undertaken in accordance with general and specified Health & Safety requirements.
- Deputise for the Site Manager during the absence, planned or unplanned.
- Completing appropriate paperwork in connection with any of the duties listed above, including issuing accident report forms to visitors to the Academy's site in the event of an accident.
- Undertaking other appropriate duties the Site Manager, Business Manager or Head Teacher may assign in order to maintain the effective day-to-day operation of the premises.
- Undertaking general grounds maintenance as requested, including grass cutting, sweeping, weeding, cut, trim and keep weed free all shrubbery areas, to water all flower tubs that are present, to prune trees and shrubs as necessary and conduct inspection and maintenance of all outdoor areas.
- Ensure the safety and training of the site apprentice during planned or reactive maintenance tasks across the site.

This job description is not exhaustive and the post holder may be required to undertake other duties as reasonably required by the Principal/Site Manager/Business Manager.

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

Person Specification

Premises Officer



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ level 2 or equivalent or 2 years relevant work experience 	<ul style="list-style-type: none"> GCSE Maths and English or equivalent
Experience & skills	<ul style="list-style-type: none"> Experience of building maintenance and cleaning (professional or domestic) The ability to work as part of a team Willingness to be part of the on call rota Ability to make sound decisions in an emergency Being able to work on their own initiative Effective organisational skills, including time management Ability to undertake physical work Ability to undertake general repairs Willingness to undertake training – particularly First Aid Ability to work without supervision Understanding of health & safety policies and procedures Hold high expectations of building / premises cleanliness and hygiene Ability to use own initiative to address issues / potential issues as they arise Ability to be flexible and respond to changing circumstances at short notice Must be self-motivated 	<ul style="list-style-type: none"> Experience of working in a school environment Experience of working with people. Experience of key holding for a business Experience of dealing with emergency situations Previous grounds maintenance work Training in general repairs First Aid Trained Health & Safety training COSHH awareness
Written Application	<ul style="list-style-type: none"> A well constructed legible application 	
Communication	<ul style="list-style-type: none"> An ability to communicate effectively. 	
Relationships	<ul style="list-style-type: none"> An ability to establish good working relationships with staff and the ability to form and maintain appropriate relationships and personal boundaries with students. 	
PPE	<ul style="list-style-type: none"> Willingness to wear school issued uniform or PPE as appropriate to the role. 	
Disclosure & Barring Service Check	<ul style="list-style-type: none"> Willingness to provide a full Disclosure and Barring Service Record check. 	

Contact us



1 Visit us
Montsaye Academy
Greening Road
Rothwell
Kettering
Northamptonshire
NN14 6BB

2 Call us 01536 418844

3 Email us
office@montsaye.pfschools.org.uk
recruitment@pfschools.org.uk
Academy Business Manager, Wayne Eldridge

4 Follow us @Montsaye



5 Visit our website
www.montsaye.northants.sch.uk

