

RECRUITMENT PACK

IVANHOE SCHOOL

Premises Officer



A journey to excellence

IVANHOE
SCHOOL

Message from Headteacher

Thank you for expressing an interest in this post at Ivanhoe School.

At Ivanhoe School, our students come first. We recognise their different needs and work hard with them to develop their abilities and talents. We value the unique contribution of each student and want them to achieve their full potential.

On our journey we commit to:

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
- Respecting and valuing everyone and embracing diversity
- Building strong partnerships within our local community
- Continually preparing to meet future challenges



Our students are highly successful across a broad range of activities – personal and social development, sporting, artistic, musical and cultural. We work in close partnership with schools within LIFE Mat to build expertise across our teaching community.

We enjoy learning together – not only in lessons but also through the wide range of extra-curricular activities we have on offer, and we encourage all students to get involved. We are committed to working closely with parents and a high value is placed on student voice in all aspects of school life.



Highly qualified teachers and support staff provide an excellent, caring environment in which students can learn and flourish safely. Our aspirations, expectations and commitment are relentlessly high for all members of the school community.



Ivanhoe School became Members of the LiFE Multi Academy Trust in July 2021. Ivanhoe School works closely with local LIFE MAT schools: Ashby School and Ibstock Community College as part of the 'National Forest Hub.'

The LiFE MAT visions and values are as follows:

Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

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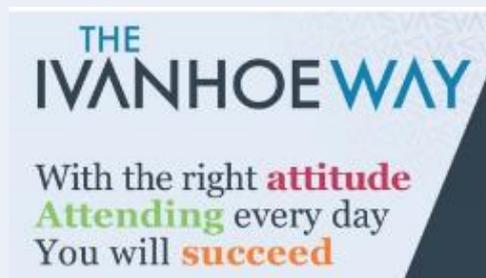
Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

We look forward to your application

Alison Allford
Headteacher



Premises Officer

Grade 8, Points 15 - 18 (£27,717.00 - £30,066.00 FTE)

37 hours per week, 52 weeks per annum

We are looking to appoint a Premises Officer to join our successful Facilities team, working across the school to support our high standards and levels of achievement at Ivanhoe School.

The successful candidate will ideally have a high level of commitment and attention to detail. The role is essential in supporting all departments across school and ensuring our building remains safe and secure. Working with other premises officers, you will work a variety of shifts throughout the full calendar year to support all school activities and our external customers.

This is an exciting opportunity for someone with an interest in working in an experienced and dedicated team. You need to be someone who ideally has practical maintenance skills and who understands the practical and health and safety requirements of a busy site

Our vision statement clearly describes our 'Journey to Excellence' and we are aiming to move from 'good to outstanding' in all aspects of our work at the School, particularly in teaching and learning.

If Ivanhoe School and this role sound like the ideal next step in your career, I hope you will feel encouraged to apply.

If this role sounds like the ideal next step in your career, I hope you will feel encouraged to apply. Please email headspa@ivanhoe.co.uk if you require any further information about the school or the role.

Closing date for applications is **3.00pm, Monday 28th April 2025**

Application Process

Application forms can be found at Careers at Ivanhoe School | eteach: [Careers at Ivanhoe School - Ashby-de-la-Zouch, United Kingdom, LE65 1HX | eteach](#)

LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.

Job Description

Title: Premises Officer

Salary: Grade 8, Point 15-18
Full time Salary £27,717.00 - £30,066.00

Hours: 06.30 – 14.30 / 14.00 – 22.00
Flexibility required depending on external bookings
5 days per week, weekend work will be required
37 hours per week
52 weeks per annum

There will be a requirement to undertake pre-arranged evening and weekend duties. Also, to attend training sessions and other events that may take place outside normal working hours. Payment will be made for this work in addition to contracted.

Responsible to: Facilities Manager, Estates & SLT Lead

Job Purpose:

- To undertake responsibility for the supervision of the site and the maintenance and security of the buildings.
- Contribute to the provision of high-quality maintenance, security and cleanliness of the school buildings and grounds which ensures that students have a comfortable, clean, safe and well maintained environment in which to work.
- To be one of the schools designated first aiders
- To help and support our lettings
- To use our smart log system for compliance etc.

Main Duties & Responsibilities

- Manage a team of cleaning staff, undertaking maintenance, repairs and cleaning of the building and grounds.
- Agree and implement a programme of cleaning, repairs and maintenance with the Facilities Manager, providing details of costing, timescales etc where appropriate.
- Liaise with external contractors and ensure compliance with Health & Safety requirements.
- To monitor the work of the cleaning staff to ensure the work undertaken by them meets the standards required so, that the school is a clean, safe, healthy and comfortable place for students, staff and other users to use.
- To undertake a long term programme of general maintenance work, as agreed, with the Facilities Manager to ensure that the school is maintained in a state of good repair on a cost effective basis in accordance with the School requirements and School Improvement plan.

- To undertake minor repairs and maintenance on an ‘as and when necessary’ basis’ to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption.
- To monitor stock levels of cleaning and other materials, order as necessary and store appropriately to ensure that cleaning and other work can be carried out in accordance with laid down schedules and safety instructions.

Administration

- Order materials and equipment required for use by the Premises/Cleaners team, in line with ordering procedures.
- Monitor spending against appropriate budgets, drawing attention to the Facilities Manager to potential overspends.
- Carry out scheduled checks and complete appropriate records (e.g. heating/safety checks, order forms).
- Contribute to the review of school policies and procedures related to the Premises function as a member of the School Health & Safety working group and by working with senior colleagues.
- Deal with day to day work related issues, relating to premises and cleaning staff (e.g. absence cover, quality/quantity of work, working methods/use of new equipment/materials, liaising with the Facilities Manager, as necessary).
- Complete relevant risk assessment and COSHH and contractor management paperwork as required.

Security of Premises and Contents

- To open the grounds and school buildings and ‘unset’ alarms in accordance with laid down schedules and bookings (lettings), to ensure that lessons and other activities are able to take place at the specified times.
- Lock school doors and gates and setting alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.
- To attend the premises when alarm is triggered, out of hours and liaise with the Emergency Services, as necessary, to check windows are closed.
- Carry out emergency security repairs where possible or contact the appropriate contractor.
- Maintain duplicate sets of keys for all rooms and equipment.
- Undertake weekends building checks and opening up for lettings and stay on site until closing when required on a rota.

Buildings/Contractors and Hirers

- Implementation of repairs, maintenance and cleaning programme agreed with the School Management and/or in accordance with the Building Development Plan. Deploy premises and cleaning staff appropriately and/or liaise with contractors regarding work requirement. Ensure that work carried out by staff and contractors is completed to specified high standards, meets deadlines and complies with safe working practices.
- Oversee and if required undertake part of the daily cleaning (including COVID) of the school ensuring that the work is completed to a high standard and complies with safe working practice.
- Liaise with contractors as necessary, ensuring that onsite induction and all necessary checks /supervision are applied.
- Deal with and participate in ad hoc requirements for repairs and maintenance work throughout the school. Deploy Assistant Premises Officers/Contractors as appropriate.
- To support hirers of the premises as required.

Grounds Care

- Ensure grounds care work undertaken by contractors etc is completed to a specified standard and that safe working practices are adhered to. Liaise with contractors as necessary.
- Ensure grounds are kept in a clean and tidy condition.
- Overseeing and undertaking as required the cleaning of outside areas, i.e. paths, drains, gullies, car park, play areas.
- Oversee litter picking to ensure grounds are kept in a tidy condition.

Electrical Installations:

- Replace bulbs/shades where accessible. Replace tube, starter, shade (not sealed units), where practicable.
- Replace, re-fuse or fit plugs (after training).
- Inspect electrical fittings and arrange for Contractor to deal with any defects.
- Ensure safety certificate certificates are obtained and work carried out by competent contractor.

Heating Systems

- To undertake checks of the boilers in accordance with laid down schedules and to take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible, to enable lessons and activities to take place without disruption.
- Carry out routine maintenance procedures for heating boilers, water pumps, and sump pumps. Ensure that proper safety precautions are observed in the boiler house. To know the location of main stop cocks and valves, and mains electricity breakers.
- To oversee energy conservation measures and to recommend strategies for improving performance to secure value to money.

Emergencies

- Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaise with contractors as necessary.
- Liaise as necessary with Emergency Services including calling in Emergency Services as required.

General

- To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests.
- Receive and transport to main store or deliver throughout the building **ALL** normal educational deliveries.
- Deal with accident spillages.
- To promote the college vision and contribute to meeting the key priorities in the College Improvement Plan
- Comply with Ivanhoe College policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- All staff and volunteers to commit to the safeguarding and promoting the welfare of children and young people.
- Adhere to the Ivanhoe College Equalities, Health and Safety policies and procedures.
- Engage fully in the college's Performance Management process.
- Undertake professional development activities to enhance personal and job performance.
- Attend relevant department and college meetings.
- To do all compliance checks and resolve any issues with FM help/advice.
- Any other reasonable duties as required by the management team.

Training

- In consultation with the Facilities Manager identify and undertake appropriate training and development for your role including refresher training.
- Identify, and if appropriate, provide training required by Premises Team/Cleaners.

Health and Safety

- To comply with Health and Safety legislation, School Policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the Facilities Manager, to enable the school and school grounds to be safe and healthy places for students, staff and other users to use.
- Ensure that the school's Health & Safety policy is complied with in as far as it relates to Premises Management and Premises/Contractors' staff, to ensure their safety and that of students, staff and other school users.
- To carry out duties placed on employees by Health & Safety Legislation.
- To ensure that caretaking equipment, i.e. mechanical aids, steps are in a safe condition.
- Report to Head of School or designated person any no-structural hazards (i.e. broken/loose furniture/play equipment) or structural faults that are seen which cause concern or may be in an unsafe condition.
- To develop and maintain appropriate administrative and records systems for the Premises function to assist the Facilities Manager, SLT MAT Hub Team and the Governing Body.
- Ensure that the school's Health & Safety policy is complied with in as far as it relates to Premises Management and Premises/Contractors' staff, to ensure their safety and that of students, staff and other school users.
- To ensure the continuous improvement in the quality of standards of service, the cleanliness of the site and maintenance of the buildings.

Knowledge and Skills

- Good communication skills, written and verbal
- IT Literacy
- Good organisation budgeting skills
- Good negotiating skills
- Flexible, able to meet deadline against changing priorities
- Ability to lead, manage and motivates staff
- Well-motivated, able to work effectively as a member of a team and to work with minimum supervision.
- An understanding of Equal Opportunities issues affecting students, staff and other College users and, particular, staff supervised.
- An understanding of the Health and Safety legislation, College policy and associated good working practices.
- A knowledge of ordering procedures.
- An ability to undertake a range of general maintenance tasks and cleaning duties and to undertake more specialised maintenance work requiring the possession of an appropriate qualification eg City & Guilds, G.NVQ) and/or skills (eg plumber, electrician, painter and decorator, builder).

Person Specification

QUALIFICATIONS AND EXPERIENCE	
Essential	Desirable
<p>GCSE A – C in English & Maths</p> <p>Evidence of a willingness to undertake further training</p> <p>Evidence of recent personal or professional learning</p> <p>Experience of working on own initiative using practical, maintenance skills</p> <p>Experience of roles that involve administrative and organisational tasks</p> <p>Experience of providing high quality customer service</p>	<p>NVQ level 2</p> <p>Successful experience of working in a similar role</p>
KNOWLEDGE AND SKILLS	
Essential	Desirable
<p>Ability to use own initiative to support the work of the team.</p> <p>Excellent communication skills, written and spoken,</p> <p>Excellent organisational skills.</p> <p>Excellent interpersonal skills, including assertiveness, resilience and an awareness of the need for confidentiality.</p> <p>Good presentation skills and an ability to create a professional resource and support environment</p> <p>Good time management skills and an ability to work under pressure.</p>	<p>Knowledge of health and safety processes and procedures.</p> <p>Knowledge of asbestos management procedures.</p> <p>Knowledge and experience of first aid.</p>
PERSONAL ATTRIBUTES	
Essential	Desirable
<p>Enthusiasm for learning, and for working in a school environment, and participating in the wider life of the school</p> <p>Patience, persistence and a positive approach to problem solving.</p> <p>Appearance to inspire the confidence of staff, students and the community</p>	

Safer Recruitment Applicant Information

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Ivanhoe School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ivanhoe School's safer recruitment process.

PRE- EMPLOYMENT VETTING

As part of its safer recruitment and selection process, Ivanhoe School operates a strict preemployment vetting procedure. All applicants will be required to undergo the checks outlined below.

Declaration of Previous Convictions

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

Disclosure and Barring Service (DBS)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Ivanhoe School will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ivanhoe School will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.

In all cases, Ivanhoe School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

Ivanhoe School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

IMPORTANT NOTICE TO ALL APPLICANTS

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post