



Premises Officer

22.5 hours per week

Commencing as soon as possible, following successful DBS / references etc

Permanent subject to successful probation

Whitley Village Primary School Recruitment Pack



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Welcome

Dear Applicant,

Thank you for your interest in the Premises Officer vacancy at Whitley Village School. We are delighted that you are considering joining our wonderful team.

At Whitley Village School, we pride ourselves in maintaining a safe, secure and welcoming environment for our students, staff and visitors. The role of Premises Officer is crucial in ensuring that our school premises are well maintained, secure and conducive to learning and development.

As a Premises Officer, you will be responsible for a variety of tasks, including building maintenance, security, and energy management. Your role will involve working closely with senior staff to ensure that all statutory and non-statutory compliance activities are completed efficiently. You will also play a key role in maintaining the cleanliness and safety of our school grounds, ensuring that our facilities are always in top condition.

We are looking for someone who is proactive, detail-oriented, and committed to upholding the highest standards of health and safety. Your ability to work as part of a team, communicate effectively, and adapt to changing circumstances will be essential in this role. If you are a self-motivated, friendly and approachable person with a positive attitude, we want to hear from you!

We believe that every member of our team contributes to the success and ethos of our school. We are committed to supporting your professional development and ensuring that you have the resources and training necessary to excel in your role.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Whitley Village School and the Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs H Broom
Headteacher
Whitley Village School



Whitley Village School

Mission: Be The Best You Can be
Vision: Providing a world class primary education, producing adults who change the world
Values: Mutual respect. Ambition for all. Nurture

Whitley Village Primary School is a small, friendly school nestled in the picturesque village of Lower Whitley, at the heart of Cheshire's beautiful countryside. We pride ourselves on providing a holistic educational experience that nurtures happy, emotionally, and physically healthy citizens who are well-prepared to contribute positively to society and adapt to a rapidly changing world.

At Whitley Village School, our pupils are encouraged to become intrinsically motivated, lifelong learners. They strive to achieve their aspirations and engage in innovative, blue-sky thinking. With strong academic skills, effective communication, and initiative, our students are equipped to reach their full potential and become fulfilled individuals.

Our pupils leave us with a strong moral compass, self-confidence, and readiness to embrace the next phase of their lives. They appreciate the diversity of society and are thoughtful, creative individuals who can overcome barriers and challenges.

We believe that our pupils will use the opportunities available to them to make a positive impact on the world. Our vision is realized through our mission and by staying true to our core values.

In September 2024, we were thrilled to receive an Ofsted graded inspection (Section 5) with the following outcomes:

- Outstanding for Early Years Foundation Stage
- Outstanding for Behaviours and Attitudes
- Outstanding for Personal Development
- Outstanding for Leadership and Management
- Good for Quality of Education

We are proud that the uniqueness and excellence of our small school have been recognized and celebrated in this superb report. We look forward to continuing our journey of excellence and welcoming new members to our school community.



The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises eleven schools: three high schools, an all-through alternative provision academy and seven primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining talent
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 11 schools
- 12 sites
- 675+ employees
- 5 local authorities
- £37,000,000+ annual budget
- 80+ governors



Job Description

Premises Officer

Location:	Whitley Village School, Village Lane, Higher Whitley, Warrington, WA4 4QH
Grade:	Grade 6 (SCP11 – 17)
Salary:	£27,269 – £30,060 pro rata, actual salary £14,674 - £16,176
Working pattern:	22.5 hours per week split across 5 days, term time plus 2 weeks

Main Purpose

Under the instruction/guidance of appropriate senior staff, be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school premises. Ensure all regular statutory and non-statutory compliance activities are undertaken as per the agreed schedule.

Main Duties

Security and Safety

- Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.
- Respond to and accurately record all call outs, liaising with the security force and police as appropriate.
- Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills.
- Undertake the role of Fire Marshal.
- Ensure the safe storage of materials covered by the COSHH regulations.
- Ensure stringent health and safety provision and adherence to safe working practice.
- Undertake gritting of the premises when necessary to ensure the safety of staff, parents and pupils.

Energy Management

- Advise the appropriate senior member of staff on matters relating to energy control and conservation, implementing measures to prevent waste.
- Ensure lights and other equipment are switched off as appropriate.

Porterage

- Operate, manage and control cleaning materials and equipment including the ordering, storage and distribution to appropriate personnel.
- Undertake porterage of stock, furniture and equipment as required.

Maintenance

- Undertake all cleaning duties daily within the school premises and outside of the premises to ensure a safe and hygienic working environment is maintained.
- Undertake grounds maintenance, such as maintaining hedges, grassed areas and plants.
- Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.
- Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.
- Undertake regular school (site) premises inspections and identify and record repair maintenance requirements.



- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the school (site) premises is satisfactory, as per specific schedule for the school (site) premises.
- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the appropriate senior member of staff.

Support for the School / Organisation

- Complete all necessary administration e.g. timesheets, and forward to the appropriate person for processing.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the organisation's ethos, aims and development/improvement plan.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Contribute to the maintenance of records, information and data, including the production of analysis and reports as required to Senior Management Team to aid decision making.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the induction of other support staff as required.

In addition to the above other duties at the same responsibility level may be interchanged with/added to this list at any time.



Person Specification

Communication and Influence

- Communicates in a clear, accurate and succinct manner to delivering information to the right person ensuring they understand the message.
- Ensures that method of communication is appropriate to achieve the required result.
- Provides factual information as requested or re-directs requests to a more appropriate person.

Team Working

- Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area.
- Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others.
- Actively listens to take account of others' views and opinions.
- Works with the team to generate solutions and reach consensus.

Organisational Awareness

- Demonstrates a broad knowledge of the organisation's activities and how they contribute to the organisation's performance as a whole.
- Is able to describe the current activities in their area and the organisation's development.
- Demonstrates how own job performance contributes to the organisation's vision.

Adaptability

- Responds positively to the change process.
- Helps other to understand the need and reasons for change.
- Effectively implements new ideas and methods to adapt working practices.
- Helps plan, develop, set up and monitor systems and processes to effect change.
- Challenges conventional thinking and existing practices.

Use of Technology

- Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology.
- Adapts data according to particular needs and presents it appropriately.



Experience and Knowledge

- Demonstrate experience of caretaking/site keeping in a school or similar environment.
- Demonstrates an understanding of inclusion.
- Ability to relate well to children and adults.
- Knowledge of health and safety procedures and precautions.
- Awareness of COSHH regulations.
- Awareness of health and hygiene procedures.
- Knowledge of moving and handling procedures.
- Willingness to observe the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.

Qualifications and Training

- GCSE Grade 9-4 (A*-C) in Maths and English
- Relevant Level 2 qualification or equivalent experience.
- Requirement to complete Support Staff Induction programme.
- Willingness to undertake appropriate first aid training.



How to Apply

Visits to the school are essential prior to application. Please email Mr Russell David, Deputy Headteacher to arrange this, r.david@whitleyprimary.co.uk

Following this, please submit an application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to Patricia Leadley, sbm@acornswitley.co.uk

Alternatively, send a hard copy to:

Mrs H Broom
Whitley Village School
Village Lane
Higher Whitley
Warrington
WA4 4QH

Closing Date: 4pm on Thursday 9th January 2025.

Interview Date: Thursday 16th January 2025

Whitley Village School and The Rowan Learning Trust are committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010 and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996, all prospective employees will be required to supply evidence of eligibility to work in the UK.

We will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

Whitley Village School School is an equal opportunities employer.

The Rowan Learning Trust

Registered Office: Oltec House, 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464

