

**Job Title:** Premises Operative

**Closing Date:** 17th October 2025

**Shortlisting**: 20th October 2025

**Interview:** 22nd October 2025

**Start Date:** ASAP

**Salary: £**24,238

**Hours:** Part-Time

**Location:** Castlebridge School

**Contract type:** Permanent

Are you practical, proactive and passionate about creating safe and welcoming learning environments? Join our dedicated team at Castlebridge School, part of the Special Partnership Trust, as a Premises Operative.

**About the Role**

As our Premises Operative, you’ll play a key role in maintaining the school site, ensuring its safe, secure and well-presented for pupils, staff and visitors. From general maintenance and emergency cleaning to supporting health and safety compliance, your work will directly contribute to the smooth running of our school.

Key Responsibilities:

* Site supervision and security, including key holder duties and alarm operation.
* General maintenance and minor repairs of buildings, fixtures and fittings
* Health and Safety compliance, including COSHH documentation and fire safety checks
* Supporting school events and deliveries
* Occasional garden and cleaning tasks
* Monitoring utilities and maintaining school vehicles

**About You**

We’re looking for someone who is:

* Enthusiastic, self-motivated and conscientious
* Skilled in building and grounds maintenance
* A good communicator with basic administrative skills
* Committed to safeguarding and equal opportunities

Desirable qualifications include:

* NVQ Level 2 in a trade or similar work experience
* Health & Safety training, COSHH knowledge, and manual handling experience
* Experience in a school or similar environment

**Our Total Reward Offer**:

The Special Partnership Trust recognises the importance of developing a properly implemented People Strategy to underpin the overall strategic aims of the Trust.

Our People Strategy is designed to help us attract prospective high calibre candidates, as well as drive engagement, productivity and retention of our high performing and high potential employees. It reflects our belief in putting our people first. This does not mean putting our learners second. It is based on the philosophy that if we create a positive and rewarding work environment, if our staff feel motivated, well managed and well supported, they in turn will provide the best possible outcome for our learners.

We recognise that our total reward offer, has got to consist of more than just money. We seek to provide our staff with a diverse range of benefits that support their day to day needs both at work and outside of work. These include generous leave entitlements and pension scheme as well as access to health/wellbeing tools, training & development, career pathways and opportunities to ensure they feel valued.

For further information, click [here](https://www.specialpartnership.org/) to visit the Special Partnership Trust website for our People Strategy and Benefits.

**How to Apply:**

We ask that you complete an Application Form that can be found on Castlebridge School Website ([www.castlebridge.org.uk](http://www.castlebridge.org.uk)) under the Vacancies tab.

Completed applications should be returned to Steph Chapman (schapman@castlebridge.org.uk) no later than 17:00 on Friday 17th October 2025. Please note that CVs are not accepted.

*Early applications are advised. We receive high numbers of applications for our roles and therefore must close the vacancy prior to the closing date to review candidates' details against our job criteria before shortlisting or re-opening the vacancy.*

Please note that only shortlisted candidates will be contacted.

**Contact Us**

If you would like to discuss this role in confidence, please contact Bridget Williams (Head of Provision) – brwilliams@castlebridge.org.uk

We are now able to offer school tours, if you would like to come see our site please either ring our reception number or email enquiries@castlebridge.org.uk to arrange this.

Please visit the Special Partnership website, [www.specialpartnership.org](http://www.specialpartnership.org) for further information about our Trust and an application pack.

*The Special Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions will be subject to five years of satisfactory references and DBS checks.*