

**Premises Supervisor**

Highfield School

Application Pack

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Welcome Letter

Dear Applicant

Thank you for your interest in the position of Premises Supervisor at Highfield School.

The role will include a wide range of responsibilities and duties connected with facilities management, security, supervising premises staff/contractors, health and safety, minibus and asbestos management.

The successful candidates should:

* Be self-motivated and able to work alone, prioritising tasks
* contribute to projects and maintenance schedules
* have good general handy person skills
* Be able to work proactively to keep the school site clean, tidy and in a good state of repair
* Be flexible, adaptable and has the ability to use initiative
* Be able to liaise positively with other services working in the school building and grounds

The role will be working 06:30 to 14:00 Monday to Friday, with a one hour lunch break, all year round role and we ask that holidays are not taken during term time.

You will join a team of hardworking, friendly and committed staff, governing body and engaged parents. We offer a well-resourced environment and good opportunities for professional development.

You are encouraged to make an appointment to come and visit the school as candidates who are short-listed will not be given a tour of the school on the date of the interview.

I look forward to hearing from you and welcome you contacting me in advance of your application should you require any further information.

Yours faithfully,

Mrs Rebecca Thompson

Headteacher

The School

The Governors, Staff and Students at Highfield School share the vision to develop an outstanding school to cater for those vulnerable young people with special educational needs who require an environment which nurtures and develops their skills and talents, celebrates their individuality and supports them to become as independent as they can be and prepared for the next stage of their lives.

Our school motto, **Maximising Potential for Confident and Independent Futures**, really reflects the aspirations of our young people and the staff work tirelessly to ensure that every student has as broad a range of opportunities as possible and is challenged to be the best they can be whilst they are here at Highfield. We accept no barriers to learning, hold the highest aspirations and expectations for all our students and receive great support from our parents who are positive about the school and the progress their young people make over time over time.

Highfield is a school which caters for students with severe and complex learning difficulties and autistic spectrum conditions. In KS3 and KS4 we currently have 161 students. In KS5 (Post16) we have 49 students.

Additionally, a significant number of our learners have associated complex needs relating to visual, hearing and speech impairment, social and emotional difficulties, communication difficulties, a range of chromosomal difficulties and in some cases, physical difficulties. All our learners have an Education Health and Care Plan and are drawn from the whole of the Wakefield district and beyond. The vast majority of the students are provided with transport to and from school.

The development of our fantastic green field site in the past 3 years has seen the inclusion of a purpose built Post 16 facility, a sensory room, a library, a fitness suite and the refurbishment of the main entrance, administration office spaces and our Emotional Health and Well- being area. We also have a wide range of outdoor facilities including a wildlife area which supports our Forest School status, a poly tunnel for horticulture, Animal Unit and well maintained sports facilities that contribute to the positive learning experiences of our students. Visitors to our school comment very positively on the warm welcome they receive and the quality of the provision, as well as the outstanding attitudes and behaviour of our fantastic students, of whom we are very proud.

We have a large, well-qualified and committed staff group who work very effectively in teams. All staff members are well supported through supportive appraisal processes to improve their practice and are encouraged to develop professionally. There are clear progression pathways identifiable within the school.

The school has grown significantly during the past five years and has made substantial changes to its model of leadership and curriculum in order to better meet the needs of our pupils. Our most recent Ofsted, in June 2018, found that the school was Good overall with outstanding personal development, behaviour and welfare.

Job Description

Job Title: Premises Supervisor

Reporting to: Headteacher & Business & Operations Manager

Grade, Hours: Grade 7, 32.5 hours per week

Salary: Pay range £28,161 - £30,246

**Overall Purpose of the Post**

Support the Head teacher/School Business Manager by taking responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of site services within the school. Manage other site staff including allocation and monitoring of work and oversee contractors working on site. Responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area be responsible for the maintenance of a clean and hygienic school interior and exterior.

**Security**

* Lock/unlock school buildings and areas
* Operate and respond to alarm systems where appropriate
* Provide emergency access to the school site
* Undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism/arson
* Allocation and monitoring of work
* Operate as part of management team, involved in planning, budget responsibilities
* Lead on discrete areas within an agreed system of supervision

##### Manage maintenance, security and facilities systems on school sites and premises

* Contribute to the planning, development and monitoring of premises services and supervision and training cleaning staff and contractors
* Arrange for regular security checks to be undertaken and advise on how security risks can be minimised
* Manage fire safety equipment provision and scheduling of fire drills
* Manage provision of alarm systems, CCTV or surveillance equipment where appropriate
* Liaise with police, security and surveillance contractors
* Oversee the activities of contractors on-site and monitor and report.
* Make arrangements for effective response to emergency call out

**Maintenance**

* To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
* To organise and carry out minor decoration and fixing programme as agreed with the Head teacher/SBM
* To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Head teacher/SBM
* To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
* Operation and maintenance of heating plant and lighting systems
* To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
* Undertake regular site inspections
* Identify defects and record repair and maintenance requirements
* Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
* Collect and assemble waste for collection
* Undertake cleaning duties such as graffiti removal, litter-picking and specialist cleaning tasks
* Provide emergency access to the school site
* Coordinate deliveries to the school site
* Monitor performance of contracts and record performance against specified standards
* Liaise with contractors
* Arrange service and maintenance tenders
* Manage routine maintenance, repair schedules and specialist repairs
* Supervise maintenance contractors and undertake regular site inspections
* Identify defects and record repair and maintenance requirements
* Undertake budget monitoring for repairs/maintenance and building activities as required

**Resources**

* To advise the Head teacher/SBM on matters relating to energy control and conservation
* Contribute to planning, development and organisation of systems/procedures/policies
* Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials
* To undertake safety audits of the premises and assist with relevant risk assessments as required

##### Promote and ensure the health and safety of pupils, staff & visitors (in a accordance with appropriate health & safety legislation) at all times

* Manage safety and equipment maintenance records, information and data.

##### Be responsible for creation and maintenance of purposeful, orderly and productive working environment

* Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials

**Organisation & Supervisory**

##### Provide specialist advice and guidance as required

* Provide training for staff
* Porter duties e.g. delivering mail, moving furniture and equipment
* Assist the Head teacher/SBM in the management and operation of lettings system and supervision of lettings including premises and building and projects etc.
* Be responsible for the selection and management of resources, monitor & manage stock cataloguing resources including a regular audit of resources
* Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification
* Where appropriate to organise and carry out driving duties when required by the Head teacher/SBM

##### Be responsible for ensuring the maintenance/quality/safety and effective use of specialist equipment/materials

##### Where appropriate to organise and administer the use and maintenance of all school vehicles

##### Manage Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures

**Management responsibilities**

* Manage a team of in-house site and cleaning support staff
* Liaise with outside contractors such as grounds maintenance
* Assist in recruiting site and cleaning staff & in managing associated employment procedures
* Liaise between Head teacher/SBM, support staff, and governors
* Attend all appropriate meetings e.g. Site and Buildings or Health & Safety Committee, as instructed by the Head teacher/SBM
* Hold regular team meetings with managed staff
* Represent managed support staff at teaching staff/management/other appropriate meetings
* Undertake induction training/mentoring for other staff

**Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the school
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Assist in the supervision, training and development of staff
* Ensure compliance by self and others with all health and safety policies and procedures
* Ensure safe use by self and others of equipment and materials
* Establish constructive relationships and communication with contractors and other agencies/professionals
* To be responsible, in conjunction with appropriate Line Manager, for the administration and control of appropriate areas of the budget
* Treat all users of the school with courtesy and consideration
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
* Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times
* Attend and participate in regular meetings
* Recognise own strengths and areas of expertise and use these to advise and support others

**Working Conditions**

* The nature of the post may involve some ongoing considerable physical effort, e.g. lifting or carrying of equipment, pushing or pulling items of moderate weight, relating to the nature of the role.
* The job involves some exposure to disagreeable, unpleasant or hazardous environmental working conditions.

**The employment checks are required:**

* Evidence of entitlement to work in the U.K.
* Childcare Disqualification Declaration (where applicable)
* Evidence of essential qualifications – see the post specification
* Two satisfactory references
* Confirmation of medical fitness for employment
* Registration with appropriate bodies (where applicable)
* Enhanced DBS Disclosure

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

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| **Requirements for the Post** |
|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | N/SVQ Level 4 in relevant discipline or appropriate experience at senior levelWillingness to undertake induction training Good numeracy/literacy skills / GCSE (or equivalent) Maths and English or Level 2 Numeracy/ Literacy or willingness to work towards thisSpecific training in specialist area | NVQ Level 3 e.g. ILM First Line Management ORNVQ Level 4 e.g. ILM Endorsed Certificate – (Skills for Middle LeadersNVQ 3 **OR** equivalent qualification desirableSupport Work in Schools (SWiS)Level 2 |
| **Knowledge** | Willingness to develop knowledge of use of ICT and other specialist equipment/resourcesWorking knowledge of relevant polices/codes of practice/legislationKnowledge of Health & Safety procedures and precautionsKnowledge of COSHH regulationsAwareness of health and hygiene proceduresKnowledge of moving and handling proceduresWillingness to participate in development and training opportunitiesGood Numeracy/ Literacy SkillsManagerial skills |  |
| **Experience** | Significant cleaning/site-keeping experience working in a relevant discipline i.e. site keeping experience in a school or similar environmentManagement/supervisory experience |  |
| **Physical Skills** | Effective use of ICT and other specialist equipment/resources |  |
| **Competencies and other skills required** | Ability to organise, lead and motivate a teamWillingness to participate in development and training opportunitiesAbility to self-evaluate learning needs and actively seek learning opportunities. Ability to relate well to children and adults |  |

How To Apply

To apply please complete our application form, preferably completing it electronically.

Please ensure that you have addressed the requirements of the job description and person specification within the application form.  Please pay particular attention to the 'Information to support your application' section, using this to demonstrate how your experience, skills and abilities match our requirements for this post.  This statement should be no more than 2 sides of A4, font size 11.

Please note CVs will not be considered and should not be included. References will be requested for all short-listed candidates prior to the interview.

Applications should be forwarded to Ms P Sayle, Business & Operations Manager by post or electronically to psayle@highfield.wakefield.sch.uk, to reach us no later than **1pm on Friday 26th September 2025**.

Applicants selected for an interview will be informed by email. The interviews will be virtual and are scheduled for **Thursday 2nd October 2025**. Further details will be provided to successful applicants along with the interview notification.