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Learning Trust



**ILKLEY GRAMMAR SCHOOL**

A MOORLANDS LEARNING TRUST ACADEMY

**FURTHER  
PARTICULARS FOR  
THE POST OF:**

**SCHOOL PREMISES  
SUPPORT OFFICER**

**MARCH 2025**

**Ilkley Grammar School**  
**School Premises Support Officer**  
**Scale Pay Point 7 (Range 7-10)**  
**Actual Annual Salary: £17,286 - £20,744 per annum**  
**Pattern of hours will be minimum 25 hours – maximum 30 hours each week, ideally worked**  
**over 3 days each week but with flexibility if needed.**  
**Week A Core Days: Thursdays, Fridays and Saturdays**  
**Week B Core Days: Mondays, Thursdays and Fridays**  
**All Year Round**

***Additional hours may be available to cover other team absences***

Thank you for requesting details for the post of School Premises Support Officer. We are looking for an experienced, enthusiastic and adaptable person to join our dedicated site team who maintain and manage our large and varied buildings and grounds. This is an opportunity to contribute your experience to the team and develop further skills. Training will be given in any areas required. You might be a joiner, plumber, electrician, decorator, experienced caretaker, general handyman, or have experience in health and safety and buildings maintenance or be someone with relevant experience or transferable skills looking for a change to your current role. If you have a good customer-focused approach with a positive can-do attitude, then talk to us about this opportunity.

This is an exciting time in the school's development. In July 2022 it was announced that IGS has been selected for the next phase of the national Schools Rebuilding Programme and will receive substantial capital investment to rebuild and /or refurbish parts of the school. This will have a transformative impact on the learning environment at IGS and will substantially reduce our carbon footprint.

We deeply care for our staff as well as our students and take their wellbeing seriously, engaging regularly and meaningfully with all colleagues. We have a strong associate staff team employed across student support and pastoral roles, administration, premises management, IT support, finance, catering and operational management. We are sensitive about the importance of managing staff workload. We have a comprehensive wellbeing offering for staff to access across the school year. The school also closes earlier for students on Wednesdays to facilitate whole school and departmental staff development and training.

Despite our considerable success, we are not complacent and the commitment to our Personal Best values and our motto "Growing in Wisdom and Stature" means that we continue to drive school improvement to further raise standards. It is important to us that students are equipped with the confidence, skills and personal qualities to make a positive difference to their own lives and to that of others. We can guarantee high-quality support in the role, committed and effective colleagues, well-motivated and aspirational students, opportunities for partnership working and a very supportive community. In return, we will expect a positive and enthusiastic approach, an unwavering commitment to our Personal Best values and a passion for working with young people to make a positive difference to their lives.

If you are inspired by this opportunity and have the qualities to contribute to our high-quality provision, then we would be delighted to hear from you.

## **How to Apply**

As part of your online application in the Personal Statement section (no more than 2 sides of A4) please explain:

How your skills, qualities and experiences make you a suitable candidate for this post.

The closing date for this post is: Monday 17<sup>th</sup> March 2025

Provisional interview is scheduled for W/C 17<sup>th</sup> March 2025

***Please be aware that we reserve the right to close early, and so early applications are encouraged.***

If you do not receive an invite to interview by Wednesday 19<sup>th</sup> March, we regret your application will have been unsuccessful on this occasion, but we wish you every success in your future career.

Thank you again for your interest in our school.



Carly Purnell  
Headteacher

## **PRIME OBJECTIVE OF THE POST**

To support the Site Manager in the provision of a safe, clean and smart working and learning environment for all students, staff and visitors to facilitate the delivery of core curricular, extended school and community participation programmes and objectives. To ensure a high standard of professional service from oneself and as part of the Site Team.

## **RESPONSIBLE TO THE SITE MANAGER THE POST HOLDER WILL:**

- To be friendly, helpful and welcoming to parents, visitors, hirers and others visiting or contacting the Academy.
- Work cooperatively as part of the site team, covering absence, vacancies and supporting colleagues at times of heavy workload and varying school needs.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## **SPECIFIC RESPONSIBILITIES:**

- To carry out various maintenance duties to ensure the general upkeep of the premises and grounds is of a high standard, liaising with contractors where required.
- Respond appropriately to emergencies or urgent issues as they arise.
- Ensure that lettings customers receive a consistently very high level of service from the school.
- Lock and/or unlock Academy buildings and areas. Act as a registered key holder, liaising with school colleagues, hirers or facilitating emergency access to the Academy site. A full Driving Licence is an essential requirement of the postholder. A MIDAS qualification is an advantage but training will be given
- Undertake fire warden training.
- Under the direction of the Site Manager, monitor fire safety equipment, assisting with scheduled fire alarm and equipment checks. Ensure health and safety signage is adequate and understandable
- Operate and respond to alarm systems where appropriate
- Monitor CCTV equipment as required.
- To support the completion of testing/checks and the maintenance of records for fire, water, and other safety checks
- Undertake repairs for example, fitting doors, handles and locks, repairing/replacing leaking pipes and taps, fitting/replacing skirting, fencing and gate repairs, general maintenance duties, decoration and routine maintenance
- To carry out minor improvement work e.g., erecting shelves, furniture assembly, wall mounting plasma screens, hanging noticeboards and pictures, including general portering duties for deliveries
- Perform health and safety checks on the minibus and assist with the maintenance of the minibus e.g., taking minibus for service, filling up with petrol, cleaning out, etc
- Drive the minibus on occasions as required by the school
- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal and litter picking
- Assist with security access system for staff
- Greet and manage the needs of visitors hiring the Academy premises
- Provide first aid assistance to staff, students and visitors as and when necessary. First aid training will be provided, if qualification not already held

## **Responsibilities**

- 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 and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training as required, for example Fire Marshall
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

**General Accountabilities**

- Demonstrate and reinforce the 6 IGS Personal Best values of **Pride, Respect, Courage, Responsibility, Kindness, and Resilience.**
- Be aware of the school’s duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- be aware of and comply with the code of conduct, regulations and policies of the school;
- develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

**VARIATION IN ROLE**

Given the dynamic nature of the role and structure of Ilkley Grammar School as an Academy, it must be accepted that, as the Academy’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

**Recruitment and Selection Policy Statement**

The Academy’s Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As with most associate staff roles. this post is subject to the satisfactory completion of a six-month probationary period.

**Agreed by:**

**Post Holder:**

**Print name.....**

**Signature.....**

## School Premises Support Officer

Qualifications	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Basic literacy & numeracy qualifications	E	Application form and selection process
<input type="checkbox"/> First Aid at work (or willingness to train to obtain qualification)	E	
<input type="checkbox"/> Driving Licence	E	
Experience	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Experience in plumbing or other trades	D	Application form
<input type="checkbox"/> Handyperson experience/good practical skills	E	
<input type="checkbox"/> Experience of working within Health & Safety guidelines	E	
<input type="checkbox"/> Knowledge of moving and manual handling practices and working at heights safely		
<input type="checkbox"/> Experience of a facilities/Site position within a school	D	
<input type="checkbox"/> Caretaking or site keeping experience	D	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
<input type="checkbox"/> Experience of working in a school-based environment	D	
Training	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Willingness to participate in training	E	Application and selection process
<input type="checkbox"/> Evidence of relevant training	D	
Skills	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Able to understand and carry out instructions	E	Application form and selection process
<input type="checkbox"/> Excellent interpersonal and communication skills in dealing with colleagues, and all those people and organisations with whom the Academy works in partnership	E	
<input type="checkbox"/> Tenacity, flexibility and the ability to work under pressure	E	
<input type="checkbox"/> Ability to respond to straightforward problems and unforeseen circumstances e.g., Hazards and accidents and understand when to escalate an issue to Line Manager	E	
<input type="checkbox"/> Good standard of written and spoken English	E	
<input type="checkbox"/> Problem solver	E	
<input type="checkbox"/> Proven capacity to work independently and in collaboration with others	E	
<input type="checkbox"/> Ability to operate cleaning equipment, machinery and tools and undertake basic maintenance	E	
<input type="checkbox"/> Teamwork	E	
<input type="checkbox"/> Evidence of the ability to promote a positive ethos and take pride in the school and having high standards of care and behaviour	E	
Professional Qualities	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Abide by the school's policies	E	Application form and selection process
<input type="checkbox"/> Positive attitude and cheerful disposition	E	
<input type="checkbox"/> 'Can do' attitude	E	
<input type="checkbox"/> Able to work as part of a dedicated and committed team	E	

<input type="checkbox"/> Emotional intelligence	E	
<input type="checkbox"/> Confidentiality and discretion	E	
<input type="checkbox"/> Professional appearance	E	
<input type="checkbox"/> Sense of humour and perspective	E	
<b>Equal Opportunities</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
<b>Circumstances - Personal</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	Selection process and completion of an Enhanced DBS disclosure
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
<input type="checkbox"/> If driving is a feature of this post – must be licensed and appropriately insured (e.g., business use).	E	
<b>Safeguarding</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure
<input type="checkbox"/> Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
<input type="checkbox"/> Displays commitment to the protection and safeguarding of children and young people	E	
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	