



**Woodland
Academy Trust**

Ignite the spark, reveal the champion

Premises Manager Applicant Information Pack



**Knockhall
Primary School**

Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in this role at Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

Nav Sanghara, Trust Leader (CEO)



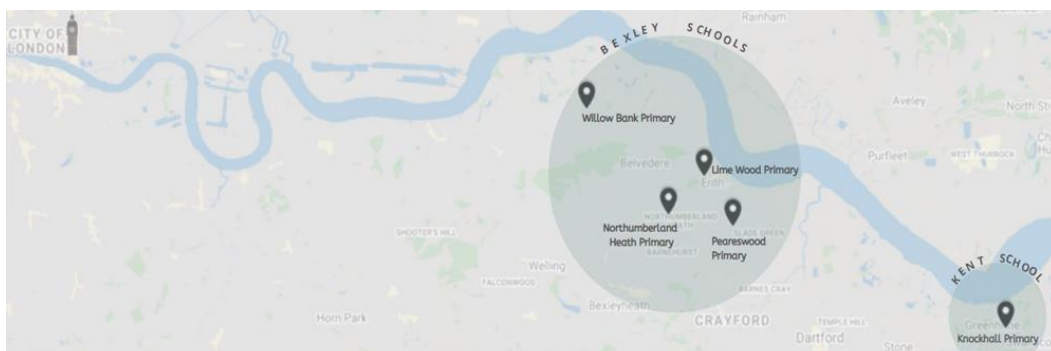
About our Trust

The Woodland Academy Trust was formed in September 2011 and currently consists of five primary schools, four of which are located in the London Borough of Bexley and one in Kent.

All our schools share the same mission; *ignite the spark, reveal the champion*. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



Discover more about the Woodland Academy Trust by watching our video [here](#)



Welcome from the Headteacher

At Knockhall Primary School, we believe in fostering a community where kindness is at the core of everything we do. Our school is not just a place for academic growth; it is a place where we nurture compassion, empathy, and understanding. We are committed to creating an environment where every individual feels valued and respected.

Inclusion is a cornerstone of our educational philosophy. We celebrate the uniqueness of each student, recognising that our differences make us stronger as a community. Here, diversity is not just accepted; it is embraced. We strive to create a learning space where everyone feels seen, heard, and appreciated.

Our school is more than just a building; it is a community of learners, educators, and families working together towards a common goal – the success and well-being of our students. As we embark on this academic journey together, let us build bonds that go beyond the classroom. Let us create a sense of belonging that extends to every corner of our school.

I invite you to join us in cultivating a culture of kindness, promoting inclusion, and building a strong sense of community. Together, we can make Knockhall Primary School a place where everyone feels welcome, supported, and inspired to reach their full potential.



Miss Yiannadji, Headteacher

About Our School

Knockhall Primary School is a growing school situated at the heart of the community in Greenhithe, Kent. While traditionally a two-form entry school, some of our year groups have now expanded to three-form entry to accommodate our increasing number of pupils.

It has recently had a brand-new build for the Early Years and Foundation stage children in addition to a recent extension for key stage 2.

We want to capture the minds of our learners by creating an inspirational curriculum that adults enjoy delivering. We always strive to improve on our outcomes to ensure our children get the very best from their time with us. More than anything however, we do this as peers, supporting each other along the way with a focus on our core purpose.

We are committed to our school values which are:

Teamwork-We work together as a team to help each other to achieve our goals by sharing ideas and helping one another.

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Respect- We are kind and polite to everyone, listening to others, and treating each other the way we want to be treated.

Honesty- We always tell the truth and are truthful in what we say and do.

Pride- We accomplish great things and the efforts we make in school help us to feel happy.

Embedding these values into everything we do enables our pupils to go on and have successful life experiences.

Discover more about us by watching our video! [Click here- Welcome to Knockhall Primary.](#)

Knockhall Primary School



www.knockhallprimaryschool.co.uk

Knockhall Primary School,
Eynsford Road,
Greenhithe,
DA9 9RF

01322 382053

The Vacancy

Job title:	Premises Manager
Status:	Permanent
Hours:	7.00am - 4.30pm (hours may be negotiable)
Working weeks per year:	52 weeks
Grade:	KR8 (£28,995 - £32,769)
Post Start Date:	As soon as possible
Closing Date:	9 th February 2025

At Knockhall Primary School, we are committed to fostering a safe, clean, and vibrant learning environment for our students and staff. As a Premises Manager, you will play a pivotal role in ensuring the day-to-day upkeep, safety, and smooth operation of the school site. This hands-on role requires someone with practical expertise, excellent organisational skills, and a proactive attitude to maintain and improve our facilities to the highest standards.

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You will oversee maintenance, security, and health and safety compliance, while working closely with contractors and school staff to ensure the premises meet the needs of the school community. Your attention to detail and ability to take initiative will help us deliver an environment conducive to learning and community engagement.

The successful candidate will:

- Take responsibility for the maintenance, repair, and day-to-day management of the school premises.
- Oversee health and safety compliance, ensuring that the site meets all relevant regulations (e.g., COSHH, Legionella, and manual handling).
- Be proactive in identifying, planning, and managing maintenance or refurbishment projects.
- Manage contractors and monitor their performance to ensure quality and value for money.
- Supervise the security of the premises, including opening, locking, and ensuring alarms and CCTV systems are functioning correctly.
- Undertake minor DIY repairs and oversee planned and emergency maintenance tasks.
- Develop and maintain robust systems for inspections, risk assessments, and record-keeping, including the use of software systems like HANDSAM.
- Monitor energy use, heating systems, and environmental efficiency to reduce costs.
- Ensure the grounds are maintained to a high standard through management of gardening contractors.
- Provide a clean, safe, and welcoming environment for pupils, staff, and visitors.
- Play a key role in supporting school events and lettings, including setting up and clearing spaces.

We are looking for someone with:

- Significant experience or skills in a trade, along with practical knowledge of site management.
- A strong understanding of health and safety regulations and compliance.
- The ability to perform physical tasks, including manual handling.
- Excellent communication, organisational, and IT skills.
- A proactive, flexible, and collaborative approach to work.
- The ability to manage projects and budgets effectively.
- A commitment to safeguarding and promoting the welfare of children.

If you have the skills, experience, and passion for creating a well-maintained and safe learning environment, we would love to hear from you.

Candidates should refer to the job description/person specification and explain within their expression of interest how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

We reserve the right to close this vacancy early should a suitable candidate be found; therefore, early application is encouraged.

Applications

Please apply by visiting our school website vacancies page at: [Knockhall Primary School Vacancies](#)

Or if you would prefer to complete a word application form, please contact the school via email at: recruitment@watschools.org.uk

Application Deadline: 9th February 2025

Interviews: To be arranged

Visits to the school are welcomed and can be organised by contacting the school at recruitment@watschools.org.uk

For more information about our school please visit: [Knockhall Primary School website](#)

Diversity & Inclusion

Woodland Academy Trust values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants that meet the minimum criteria for the job will be given the opportunity to be interviewed. We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not that have a disability, is unfairly prevented from demonstrating their true abilities.

Our Offer

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to ignite the spark and reveal the champion. We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning focusing on core areas;

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- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.



Knockhall Primary

Teamwork Respect Honesty Pride

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JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Premises Manager
RESPONSIBLE TO	School Business Manager
GRADE	KR8
HOURS	37 hours per week / 52 weeks per year 7.00am - 4.30pm (hours may be negotiable)
ALL STAFF RESPONSIBILITIES	<ul style="list-style-type: none"> • To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life. • To value professional development and welcome any training opportunities to develop personal skills and knowledge • To agree to follow the school and Trust's policies and procedures.
MAIN PURPOSE OF THE ROLE	The purpose of the Premises Manager is to carry out all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portorage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/ Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

Duties & Responsibilities	<p><i>General</i></p> <ul style="list-style-type: none"> • To ensure that the management and maintenance of the school buildings and environment are effectively undertaken. • To oversee any premises related projects, builds or refurbishment. • To oversee the Trust's designated health and safety information system, ensuring it is maintained accurately and deadlines are met. • To oversee the health & safety of the site. • To undertake repairs and DIY projects. • To create and maintain an effective premises team ensuring that the changing needs of the school are met through training and development of the premises staff. • To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to. • To monitor the performance of the cleaning contractor and liaise with the area manager to ensure a clean, tidy and well-maintained school environment.
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Premises Management:

- To monitor the day-to-day maintenance, repair and cleaning of the school.
- In conjunction with the School Business Manager to monitor the day-to-day maintenance and repair budget and the cleaning materials budget.
- To advise on a rolling programme of redecoration/refurbishment.
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received.
- To assist the SBM/Headteacher to prepare documentation for tenders or specifications of small to medium projects.
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate records where appropriate and also on the school's software programme, HANDSAM.
- To monitor work requests on the premises housekeeping software ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.
- To instruct and supervise the gardening/landscaping contractor ensuring the school grounds are maintained to a high standard and safe.
- To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard.
- To undertake the appraisal reviews of site staff, ensuring continuing professional development in liaison with the School Business Manager.

Security.

- To be responsible for the security of the premises, liaising with Security contractors/Police and other emergency services in this respect as necessary.
- To be responsible for locking up the school during term time and for the unlocking and locking of the school during school closure periods.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.
- To check all perimeter fences, security devices, fire appliances, CCTV systems and alarms.
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly, and results recorded.
- To monitor, report and advise the School Business Manager/ Headteacher on all security matters.

- To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as main keyholder for the school on call-outs.

General Site Duties:

- To set and monitor the school heating and hot water systems.
- To take energy readings on a regular basis.
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
- To ensure that orders received into school are delivered to the appropriate area / person, as necessary.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e., boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded.
- To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly.
- To maintain stage and drama equipment, including stage lighting.
- To monitor and report IT issues as necessary in relation to whiteboards, computers and projectors and to carry out minor repairs as necessary i.e. changing projector bulbs.
- To ensure PAT testing is carried out and keep accurate records.
- To ensure all indoor and outdoor plants are adequately watered during school closure periods.
- To ensure that the milk bins are cleaned.
- To undertake minor window cleaning as required.
- To collect and dispose of all waste, refuse and surplus materials.
- To clear up bodily fluids after accidents adhering to health & safety procedures.
- To perform the summer cleaning of the chairs and tables in the KS1 and KS2 halls.
- To carry out emergency cleaning if required.

Health & Safety

- To ensure that all working practices for the Premises Team comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

Administration

- To maintain the school's equipment and plant inventory.
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained.
- To order repairs and maintenance items in liaison with the SBM.
- To maintain a log, on Property Prefect, of all inspections and checks carried out.
- To establish and maintain a list of repairs / improvements.
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
- To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use.
- To ensure mechanical equipment is inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.
- To assist the SBM with obtaining tenders and quotes.
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the SBM.
- To report team members absence to the SBM and Office Manager.
- To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team.

Person Specification		
	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • Hold recognised training/qualifications associated with premises management • Risk Assessment experience/qualification 	
Experience	<ul style="list-style-type: none"> • Significant experience or skills in a trade • The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc. • The ability to operate and understand electrical/mechanical systems • Competent at basic building repairs and maintenance • To be able to use small industrial, electrical and mechanical equipment • Staff management experience 	
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post. • Good communication skills. • Excellent numeracy and literacy skills. • Good IT skills. • Sound planning and negotiating skills. • Ability to gather information, analyse data and problem solve. • Ability to manage own time effectively and demonstrate initiative including establishing priorities. • Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests. • Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school. • Ability to manage people directly and indirectly. • Ability to adapt to changing and conflicting demands. • Ability to be flexible and work as part of a team or individually as required. • Ability to demonstrate an understanding of children. • Ability to contribute to the life of the school. • Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies. <p>Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely.</p>	

Personal Qualities

- Patience & a good sense of humour.
 - Tact, discretion, and consummate professionalism at all times – including a respect for confidentiality.
 - Enjoys working with children.
 - Linking to the Children’s Workforce Development Council (CWDC) professional standards for teachers:
 - Communicate effectively with children.
 - Be able to recognise when pupils are in danger of risk or harm and take action to protect them.
 - Recognise and respect differences between individuals and play their part in making the school more inclusive.
 - Be aware of, and sensitive to, factors that can affect pupils’ ability to think and learn.
 - Act to promote pupils’ safety and well-being.
 - Show how you include people and act fairly.
 - Support and respect people’s differences in your day-to-day work.
 - Communicate with children in clear, jargon-free language, without patronising them.
 - Establish respectful, professional relationships with pupils and adults.
 - Understand why it is important to follow policies and procedures and know where to find such policies and procedures.
 - Contribute to the wellbeing and safeguarding of pupils.
 - Have an awareness of what contributes towards a safe environment for the children you work with.
 - Show how own day-to-day work has been influenced by feedback from colleagues or from children, families, and outside agencies.
 - Understand the importance of continued professional development.
 - Ability to travel to all school sites.
- Flexible and willingness to support with lettings

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Knockhall Primary School



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