



JOB DESCRIPTION: Premises Manager

Hope Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

JOB TITLE: Fixed Term Contract: Premises Manager

SALARY: BEX 03.32: £28,221.00 FTE; Pro Rata £15,829.09 per annum

HOURS: 25 hours per week Split Shift (Monday to Friday 7am to 9am & 3.30pm to 6.30pm)

DURATION: 42 weeks per year

CLOSING DATE FOR APPLICATIONS: Wednesday 7th January 2026

INTERVIEWS: Week Commencing 12th January 2026

START DATE: Monday 2nd February 2026

RESPONSIBLE TO: Principal

MAIN PURPOSE OF THE JOB:

To support the day-to-day maintenance, safety, and security of the school premises and grounds, ensuring a clean, safe, and welcoming environment for all pupils, staff, and visitors.

KEY RESPONSIBILITIES:

- Carry out general maintenance and repair work around the school, including minor plumbing, carpentry, and decorating tasks within personal skillset
- Support the cleaning team to ensure all areas of the school are clean, tidy, and presentable
- Maintain stock levels for cleaning staff
- Assist with the setting up of rooms for assemblies and school events
- Monitor site security, including unlocking/locking the premises and responding to alarms including out of hours callouts
- Conduct regular health and safety checks, reporting concerns and taking corrective action when required
- Ensure safe storage and maintenance of tools, equipment, and chemicals, adhering to COSHH regulations
- Support emergency procedures, including fire drills and first aid response (training provided)
- Liaise with external contractors and supervise works on site where necessary
- Contribute positively to the life of the school and uphold its values at all times
- Maintain records for all compliance relating to the safe running of the school
- Be responsible for cleanliness and paperwork checks of the kitchen to ensure we retain our 5-star rating
- Ability to collect local materials for emergency repairs
- Such other duties commensurate with the grade of the post as may be required by the Principal

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of the Principal.

PERSON SPECIFICATION: Premises Manager

Qualifications and training

- Good level of literacy and numeracy
- Willingness to undertake relevant training (e.g. health and safety, first aid)
- Full UK driving licence (desirable)

Experience

- Previous experience in a premises, caretaking, or facilities role (desirable)
- Experience of basic maintenance tasks (e.g. DIY, repairs)

Skills and knowledge

- Good practical skills and ability to use hand and power tools safely
- Understanding of health and safety requirements in a school environment (desirable)
- Ability to follow instructions and work independently
- Basic IT skills for record keeping (e.g. email, logging maintenance requests)

Personal qualities

- Reliable, punctual, and trustworthy
- Positive attitude and a commitment to high standards of cleanliness and safety
- Willingness to be flexible and respond to the needs of the school
- Ability to communicate effectively with staff, pupils, and visitors
- Commitment to upholding the ethos and values of Hope Community School
- Be physically fit

Hope Community School is committed to the safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment. Any appointment will be subject to the receipt of satisfactory health check, references and enhanced DBS check.