



Blossom House School

Station Road, Motspur Park,

New Malden, KT3 6JJ

United Kingdom

020 8946 7348

mpadmin@blossomhouseschool.co.uk

www.blossomhouseschool.co.uk

Applicant Information Pack

Premises Manager

The role is a Permanent, Full-Time only role

7.30am to 4.00pm, 5 days a week per role Monday to Friday

Salary: £36,400 - £39,400 depending on qualifications and experience

To Start: ASAP

Closing date: Monday 27th April 2026



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From Joey, our Principal



Joanna Burgess OBE
Principal

After Many years' experience as a Speech and Language Therapist, I opened our first language-centred nursery group in 1989. It was run on the philosophy that children need both 'language to learn' and 'to learn language' through exposure to a range of experiences that enables them to master other skills.

Since then, we have extended our provision to meet the needs of children who require an integrated programme of learning throughout their school years, in a caring and highly supportive environment. Self-esteem and confidence are crucial to success and many of our children arrive at Blossom House with a very Poor Self-image and little belief in any ability they do have. Taking a holistic approach, we celebrate children's strengths, build on their successes and provide intensive, specialist help with the areas they're struggling with.

Now offering full time education for children aged 3 – 19, Blossom House has flourished along with the many students and families we have supported.

Our school is a vibrant and truly positive place thanks to our totally dedicated, highly competent and wonderfully caring staff. It's a privilege to work with the children who come here and to watch them blossom and grow.



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About

Blossom House is a specialist independent day school in London for children with speech, language and communication difficulties. A highly supportive and nurturing place to learn, our school has a positive and inspiring atmosphere created by our dedicated, professional and caring staff.

At Blossom House, we build on the strengths of every child and give additional specialist support with the areas or skills they find challenging. Our goal is that every child at our school has the opportunity to fully blossom and fulfil their potential.

Blossom House School is committed to safeguarding and promoting the welfare of children and young people, and all our staff, students and volunteers share this commitment.

We have three sites: Motspur Park for children aged 3 – 19 years, Euston for children aged 3-16 years, and a smaller setting in Wimbledon for children aged 11-16 who follow our Equals curriculum.

Our school values

- **Kindness**
- **Belonging**
- **Growth**
- **Responsibility**





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What we offer

- A supportive working environment.
- Close to a good transport network
- Competitive salaries, generous staff benefits and a friendly nurturing environment.
- Support from an enthusiastic and dedicated team of established and experienced staff

We also have a range of Non-Contractual Benefits that are available to our staff:

- Free Staff Lunches one day a week
- Free Refreshments in our Staff Room
- A termly well-being allowance
- UK Healthcare cash plan designed to help cover your “day to day” healthcare expenditure such as Optical and Dental bills and offers cash back (up to policy limits) for a variety of different medical treatments. It also offers lifestyle benefits and discounted gym membership.
- A Computer and Cycle to work Scheme





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Responsibilities and Duties

Overall responsibilities

- To ensure the school has a safe, warm, clean and welcoming environment for all who work in, learn at and visit the school.
- To line manage the maintenance assistants, using your initiative, working flexibly in your approach with the ability to communicate effectively at all levels.
- To manage the Health & Safety system for the school ensuring that all tests and maintenance schedules are carried out and recorded efficiently.
- To ensure the security and safekeeping of the school premises, facilities and property including having key holder responsibility.

Tasks

- To open or lock (depending on work pattern) the school premises and facilities, checking for intruders/vandalism and ensuring the premises/site is secured at the end of the day including setting alarms.
- To line manage the maintenance assistants to ensure service delivery needs are achieved.
- To ensure regular and routine security checks and site inspections are carried out to identify any risks/issues, responding to any security concerns.
- To manage reports of debris/damage and ensure repairs are completed efficiently.
- To respond to alarm system alerts as required.
- To manage the effective operation of the site security equipment (e.g., CCTV) to ensure the premises are continually monitored and appropriate protocols observed.
- To ensure regular checks of the site security systems (e.g., CCTV, intruder alarm) is completed in accordance with policy and records maintained and recorded on the Health & Safety system.
- To ensure regular patrols of the school, car parks and perimeters throughout the day and during periods of evening activities.
- To ensure weekly checks of the audible fire alarm system are completed and recorded on the H&S system, ensuring any concerns raised are addressed swiftly.
- To liaise with the Principal or Head of Operations to ensure a fire drill is completed on a termly basis and recorded on the H&S system.



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- To ensure monthly emergency lighting tests are completed and recorded on the H&S system, ensuring any concerns raised are addressed swiftly.
- To carry out monthly external site safety inspections, completing relevant documentation and uploading this into the H&S system.
- To carry out monthly internal site safety inspections, completing relevant documentation and uploading this into the H&S system.
- To ensure monthly inspections and service and maintenance schedules are completed of internal and external play and PE equipment and recorded on the H&S system, ensuring that any concerns raised are addressed swiftly.
- To ensure monthly water quality sampling is carried out in accordance with the processes for prevention of legionella and ensure a legionella risk assessment is completed in accordance with policy and uploaded into the H&S system.
- To ensure monthly checks of the minibus are carried out in accordance with the minibus policy and ensure the checklists/records are uploaded to the H&S system.
- To ensure a regular review of the fire risk assessment is completed in accordance with policy, recorded and uploaded to the H&S system.
- To ensure asbestos records are regularly reviewed in accordance with policy and any changes noted with all documentation recorded and uploaded to the H&S system (even when no changes apply).
- To ensure regular checks are completed on air conditioning units throughout the school in accordance with policy, recorded and uploaded to the H&S system.
- To ensure regular checks are completed on lightning conductors in accordance with policy, recorded on the H&S system.
- To ensure the safe storage of, and adequate stock of, equipment and materials used to clean and maintain the school, ensuring orders to replenish stocks are placed as necessary and in accordance with policy and procedures.
- To promptly respond to requests/situations requiring emergency cleaning and basic maintenance to ensure the fabric of the building, facilities or equipment is safe, repaired or maintained as required.
- To manage and assist in providing safe and secure access to allocated areas in order to facilitate learning, community use and utility or emergency service activity, ensuring the safe and secure conduct of their activities.



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- To ensure annual checks of equipment and service/maintenance schedules in the science and technology departments are completed (including workshop machinery, fume cupboards, kilns, dust and fume extractors and local exhaust ventilation) and recorded on the H&S system.
- To ensure awareness of the provisions of any health and safety regulation in force and address any matters of concern swiftly.
- To ensure all first aid points are well maintained and always stocked with required items.
- To ensure toilet facilities are well maintained throughout the working day and always stocked with the necessary sanitary equipment.
- To ensure compliance with service or maintenance schedules (e.g. heating and boiler systems, lighting, water, gas, telecommunications, fire alarm and security), monitor performance and identify areas of concern, making full use of the H&S system for logging /reporting jobs.
- To monitor the consumption of energy and water through meter readings and maintain approved records including any concerned with energy conservation matters.
- To oversee and monitor the regular electrical testing of portable electrical appliances (PAT testing) and fixed wire testing in accordance with policy and maintain the appropriate records and uploading to the H&S system.
- To oversee and monitor the regular audit of portable fire equipment in accordance with policy, updating records in the H&S system.
- To ensure the site is free from litter and graffiti and external waste bins are regularly emptied.
- To oversee the regular inspection and reporting on the internal and external fabric and grounds, ensuring paths, access points and entrances are clear to ensure safe passage at all times and take or recommend appropriate action as required.
- To place orders with contractors and external providers, obtaining quotes, when necessary, in line with policy, for day-to-day repairs, breakdowns and additional equipment and oversee the delivery of materials and equipment to ensure required standards are delivered.
- To oversee work carried out by contractors and external providers to ensure it is completed to the required standard, checking and signing off invoices for payment.



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- To check for and promptly respond to requests and ensure work is carried out to address appropriate/minor repairs/maintenance work and arrange for work to be carried out by specialist contractors where required, in accordance with policy and procedures.
- To ensure furniture, materials and equipment are available, stored safely and in a good state of repair prior to and on completion of use, ensuring appropriate assistance is provided when items need to be moved around the school.
- To deal with requests/situations at such times when lettings frequent the school premises.
- To ensure that contractors and other suppliers/companies carry out their duties with due regard and respect for the school premises, property and people.
- To travel to and support with premises management of other school sites as needed.
- To be flexible and carry out any such other duties as may be reasonably required and directed by the Principal.

Safeguarding Responsibilities

- To know the identity of the School's Designated Safeguarding Lead and Safeguarding Team;
- To proactively be alert to indicators of potential safeguarding issues and report these immediately in accordance with the school's procedure;
- To be aware of the School's policies relating to Safeguarding and Child Protection, Code of Conduct and Health and Safety, and follow their requirements;
- To attend training relating to Safeguarding and Child Protection;
- To engage in safe practice and professional conduct to safeguard children and mitigate against the potential for misunderstandings or situations being misconstrued;
- To create safe and secure learning environments.



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Job Description

Job Title:

Premises Manager

Reports to:

Head of Operations/School Principal

Contract Term:

Permanent, Full-Time

Hours per week:

7.30am to 4pm, 5 days per week, Monday to Friday

Person Specification					
	Essential	Desirable	Application Form	References	Interview/ Selection Process
Qualifications					
Educated to GCSE level Grade 4/C English and Maths	✓		✓		
COSHH regulations certificate	✓		✓		
Relevant Health and Safety qualification		✓	✓		
Knowledge & Skills					
Good knowledge of manual handling and moving procedures	✓		✓		✓
Clear understanding of the issues associated with Health and Safety and site security	✓		✓		✓
A basic understanding of Safeguarding and child protection in schools	✓		✓		✓

An understanding of supporting diversity and equal opportunities	✓		✓		✓
An understanding of confidentiality	✓		✓		✓
Experience	Essential	Desirable	Application Form	References	Interview/ Selection Process
Proven experience of working within Health and Safety regulations	✓		✓	✓	✓
Proven experience of operational practices, working methods, quality standards, security issues, work schedules and priorities relating to a full range of site facilities services	✓		✓	✓	✓
Proven experience of site management in a school or similar environment	✓		✓	✓	✓
Proven experience of successfully managing and leading a team		✓	✓		✓
Personal Attributes and Abilities	Essential	Desirable	Application Form	References	Interview/ Selection Process
A high level of emotional resilience and emotional maturity	✓		✓	✓	✓
Flexibility and the ability to work calmly and quickly under occasional pressure	✓		✓	✓	✓
Ability to build good working relationships with children and staff	✓		✓	✓	✓
Patience and a positive attitude	✓		✓	✓	✓
Resourcefulness and the ability to multitask and prioritise	✓		✓	✓	✓
Strong interpersonal, written and oral communication skills, with the ability to deal confidently with a wide range of people	✓		✓	✓	✓
Ability to work independently on prescribed tasks, take initiative and manage change	✓		✓	✓	✓
Willingness to participate in training and other learning activities	✓		✓	✓	✓

Commitment, reliability and trustworthiness	✓		✓	✓	✓
Willingness and commitment to follow school policies and guidelines	✓		✓	✓	✓
Willingness to support diversity and ensure all pupils with speech & language difficulties have equal access to opportunities to play and develop	✓		✓	✓	✓
Safe-guarding & Child Protection (COMPULSORY)	Essential	Desirable	Application Form	References	Interview/ Selection Process
A commitment to follow school policies, procedures and guidance	✓		✓		✓
A commitment to the protection and safeguarding of children and young people	✓		✓		✓
Successful Enhanced DBS Status	✓				✓

If you would like to apply for this vacancy, please download and complete the application form

Applicants will need to complete an application form detailing how they meet the requirement of the person specification.

We are committed to safeguarding and protecting the people we care for, creating a setting in which everyone feels welcome and safe. All posts are subject to a safer recruitment process which includes the disclosure of criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks. Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across the organisation. We make sure that all our staff are trained and supervised to a high standard so they can provide safe, effective practice.

