



# 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: Friday 6<sup>th</sup> March 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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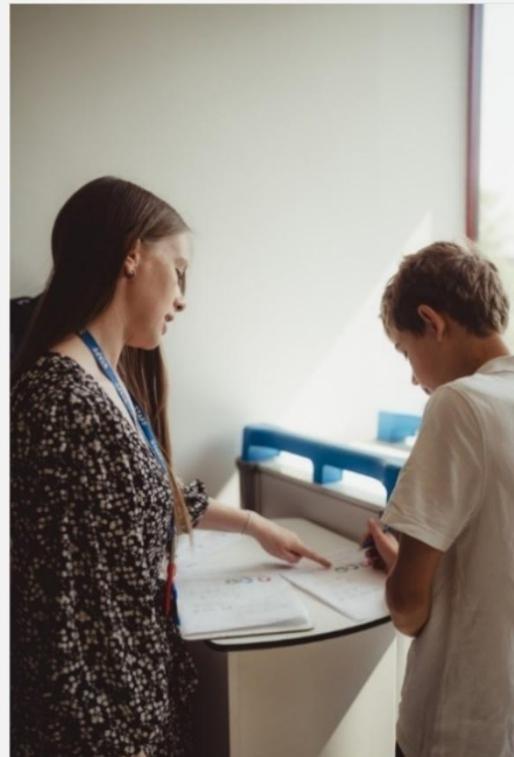
## About

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.





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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
<b>Qualifications</b>					
Educated to GCSE level Grade 4/C English and Maths	✓		✓		
COSHH regulations certificate	✓		✓		
Relevant Health and Safety qualification		✓	✓		
<b>Knowledge &amp; Skills</b>					
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	✓		✓		✓
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application Form</b>	<b>References</b>	<b>Interview/ Selection Process</b>
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		✓	✓		✓
<b>Personal Attributes and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application Form</b>	<b>References</b>	<b>Interview/ Selection Process</b>
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	✓		✓	✓	✓
<b>Safe-guarding &amp; Child Protection (COMPULSORY)</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application Form</b>	<b>References</b>	<b>Interview/ Selection Process</b>
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.*



Please see below a copy of our pro-forma reference request which we send to referees

<b>Reference Request Form</b>		
<b>Candidate Information</b>		
Full Name:		
Position applied for:		
<b>Referee Information:</b>		
Full Name:		
Job Title:		
Address:		
Relationship to candidate:		
How long have you known the candidate?		
<b>Employment Details:</b>		
Date employed by you:	From:	To:
Current or most recent job title held:		
Main duties and responsibilities of that post:		
Reason for leaving your employment:		
<b>Reference Questions:</b>		
1. Please comment on his/her ability to work within a challenging environment.		
2. Please comment on his/her ability to communicate clearly and appropriately at all levels, both orally and in writing.		
3. Did the candidate perform his/her duties satisfactorily? If No, please provide details of any areas needing improvement and any remedial action taken.		
<b>Yes/No (delete as appropriate)</b>		
4. Please comment on the candidate's suitability for this appointment. It would be helpful if you could specify strengths and limitations you consider the candidate has		

demonstrated which would be relevant to the requirements of this appointment and give examples to support your comments.
5. Has the candidate been the subject of any informal or formal disciplinary action or any action under the capability procedure where penalties or sanctions remain in force? If yes, please give full details of the nature and dates of the misconduct or performance issues, and of the penalty or sanctions still in force including the expiry date of the warning.
<b>Yes/No (delete as appropriate)</b>
6. Does the candidate have any action pending against him/her in relation to the disciplinary or capability procedure (including whether or not the candidate is currently the subject of a disciplinary investigation or an investigation under the capability procedure)? If yes, please provide full details of the nature and date(s) of the allegations.
<b>Yes/No (delete as appropriate)</b>
7. Has the candidate ever been the subject of any disciplinary action in relation to his/her suitability to work with children in which penalties or sanctions were imposed but have since expired? If yes, please give full details of the nature and date(s) of the allegations(s), and of the penalty/sanction which was imposed.
<b>Yes/No (delete as appropriate)</b>
8. To the best of your knowledge has the candidate ever had a substantiated allegation(s) made against him/her in regard to his/her behaviour toward children? If yes, please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken and if so what that was.
<b>Yes/No (delete as appropriate)</b>
9. Do you have any specific concerns around the candidate's suitability to work with children? If yes, please specify.
<b>Yes/No (delete as appropriate)</b>
10. Convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 or filtered in line with current guidance must be disclosed in respect of individuals who work in schools. It would be an offence for you not to reveal any information you have about any convictions, cautions, reprimands or final warnings that have been received by the candidate and are not "protected".  Please provide any such information which will be kept in strict confidence, and used only in consideration of the suitability of this candidate for a position where such an exemption is appropriate.

11. Please comment on the effectiveness of the candidate's interactions with:			
a) Other adults			
b) Children and young people			
12. If the person has already left or has indicated an intention to leave your employment please indicate the reason if known:			
13. Do you know of any reason why we should not employ the candidate? If so, please specify.			
<b>Yes/No (delete as appropriate)</b>			
14. Would you re-employ this person?			
<b>Yes/No (delete as appropriate)</b>			
15. Please provide any further information or comments which you wish to offer about the candidate, bearing in mind the post for which they have applied for?			
<b>Candidate evaluation</b>			
<i>0 = Unable to comment, 1 = Requires improvement, 2 = Meets expectations, 3 = Exceeds expectations, 4 = Outstanding (top 5%)</i>			
<b>Character</b>			
Reliability and integrity		Work without supervision	
Suitability to work with children		Tolerant, calm and patient	
<b>Professional Knowledge, Skills and Abilities</b>			
Effective accurate literacy, numeracy and ICT skills		Effective organisational and administrative skills	

Effective behaviour management		Level of professional knowledge for job role	
<b>Classroom Teacher Skills and Other Experience (if applicable to role)</b>			
Teaching ability		Working with SEN pupils	
Ability to maintain the recognized core professional standards		Ability to demonstrate and promote enthusiasm in pupils/students	
Ability to keep updated with curriculum/legislation/workplace / technology changes		Ability to implement required changes in the workplace	
<b>Personal qualities, attitudes and approaches</b>			
Committed to safeguarding and promoting the pastoral care of children		Able to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults	
Adaptability / Flexibility		Attitude	
Using own initiative		Able to work in groups / teams	
Relationships with colleagues		Leadership abilities	
Ability to relate to children		Children's response to applicant	
Maturity		Responsibility	
Perseverance		Punctuality	
<b>Objective Rating</b>			
<i>Under each heading, please tick/cross/highlight the phrase that most accurately describes the applicant:</i>			
1. Ability to Direct and Influence others:			
Exceptional leadership qualities		Unreliable leadership qualities	
Usually successful in leading others		Not known	
2. Ability to relate to and give guidance to children:			
Exceptional		Unreliable	
Usually successful		Not known	
3. Ability to control emotions:			

Well balanced, good control		Frequently irritated, depressed or impatient	
Average ability to control emotions		Not known	
4. Ability to work and co-operate with others:			
Exceptional in groups, a team player		Better suited to solitary work	
Will co-operate in most circumstances		Not known	
5. Ability to complete tasks and/or assignments:			
Completes tasks promptly and often does more than expected		Needs constant supervision to complete work	
Completes assigned tasks at own pace		Not known	
6. Ability to handle constructive criticism:			
Good. Will act upon suggestion.		Does not react well to constructive criticism.	
Average. Will listen and may act upon suggestion.		Not known.	
<b>Declaration</b>			
Signed:			
Date:			
Name:			
Job title:			
Address:			
Telephone no.			
Please confirm whether you have any objection to the contents of this reference being revealed to the candidate during or after the recruitment selection process.			
<b>Yes/No (delete as appropriate)</b>			