



Appointment of Premises Supervisor

Required as soon as possible.

Welcome from the Head



Thank you for your interest in the position of Premises Supervisor at Carrington School. We are proud to offer a stimulating, fast-paced and supportive working environment, where collaboration and a strong sense of community are highly valued. Our teams meet regularly after school on a scheduled basis, ensuring colleagues have time to connect, share ideas and work together towards shared goals. As part of school life, staff are encouraged to get involved in a wide range of opportunities, including educational trips, Duke of Edinburgh expeditions and social events. We are also committed to supporting staff well-being and are members of Smart Clinic, which provides free access to a variety of services such as legal and financial advice, lifestyle screening and counselling (www.smartclincicuk.com).

We know how important provision of career opportunities is and will be expecting staff to be ambitious in their own development; our commitment to staff is to encourage attendance at recognised conferences, to study recognised qualifications, to collaborate with schools in the local area and the MAT and / or to engage with current relevant research.

I am looking for people to work in the team with great drive and determination, someone who is not afraid of challenge, who is personable and flexible but overall who has a passion for making improvement for students which will enable them to make better lives for themselves in the future.

I am keen to speak with you further should you be interested in a position within our school. Please do feel free to come and visit us if you want to really get an understanding of the work we do. You are welcome at any time, please contact me on koakley@carringtonschool.org

Our motto, **Ad Astra**, to reach for the stars, represents the high expectations that we have for each member of our school community. Having dreams, goals, targets and a vision is an important driver to help keep us all motivated and make the learning journey purposeful and exciting. We want excellence in everything and we support and encourage everyone to be the best they can be in all that they do.





Who We Are

- › We are a 11-16 comprehensive school
- › We are a 7 form entry, 210 PAN
- › We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- › We are in SESSET along with The Ashcombe School and Therfield School
- › Our last Ofsted Inspection was rated 'Good' in May 2023
- › Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

“Pupils are proud of their school. They know that the staff work very hard to support them”
(Ofsted 2023)

The Role

The Premises Supervisor is required to lead and maintain a safe, compliant and welcoming school environment that enables our community to Aspire, Innovate and Respect, through high standards of site management, teamwork and professional pride.

Job Title: Premises Supervisor

Salary: SESSET 7 £33,181 to £35,859

Hours per week: 36 over 52 weeks - 24/28 days holiday

Line Manager: Operations Officer

Contact Karen Ehren, HR Officer for more information
hr@carringtonschool.org or 01737 764356 x208



Benefits

- > Strong induction programme
- > Great CPD and training opportunities
- > Two-week October half term
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious and well-equipped staff room
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
- > Laptops for all teaching staff and tablets for all teaching assistants
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > £1000 finders fee for staff who recruit other appropriate staff for us
- > London Fringe Allowance
- > **Annual flu vaccinations**
- > Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

Role Description

The Role

To lead and maintain a safe, compliant and welcoming school environment that enables our community to Aspire, Innovate and Respect, through high standards of site management, teamwork and professional pride.

Key Accountabilities

- Ensure the safe, efficient and compliant operation of the school site.
- Lead, support and develop a team of site staff, promoting high standards and a strong team ethos.
- Take pride in the presentation of the school environment, ensuring it is clean, secure, well-maintained and welcoming.
- Ensure all statutory compliance, health and safety and premises-related records are up to date and robust.
- Act as a trusted Key Holder and senior on-site presence when required.

Leadership and Team Management

The Premises Supervisor will:

- Lead a team of three site staff, ensuring work is planned, prioritised and completed efficiently and safely.
- Model a proactive, solution-focused approach and instil pride in the site and grounds.
- Support and supervise work experience students, offering guidance, structure and positive role modelling.
- Monitor and quality-assure the work of the site team, cleaning staff and contractors.
- Work closely with the Operations Manager to continuously improve systems, standards and ways of working.

Site Operations and Compliance

The role includes responsibility for:

- Day-to-day cleanliness, tidiness and presentation of the school buildings and grounds.
- Monitoring and maintaining compliance across all premises-related areas, including (but not limited to):
 - Water management
 - Pest control
 - Waste and recycling
 - Energy usage data
 - Fire safety and escape routes
- Organising, maintaining and logging accurate records for all compliance activities.
- Liaising with contractors and supervising works on site to ensure quality, safety and value for money.
- Acting as an emergency contact for alarms and lettings on a rota basis.

Grounds and External Areas

The Premises Supervisor will be responsible for the overall upkeep of the school grounds, including:

- Daily inspections of playgrounds and external areas.
- Clearing rubbish, leaves, snow and ice as required.
- Ensuring all fire exits, access routes and boundaries are clear, safe and secure.
- Maintaining planting, pruning, flower beds and watering as required.
- Overseeing specialist areas including the pond and farm spaces.



Role Description Continued

Maintenance and Minor Repairs

The Premises Supervisor will carry out, or coordinate, a wide range of practical tasks, including:

- General repairs (doors, locks, shelving, display boards, furniture and fittings).
- Basic painting and decorating.
- Small plumbing works (tap washers, toilet fittings, basins).
- Replacing light fittings, fuses (up to 13 amps) and basic electrical components.
- Installing dispensers, fixtures and fittings.
- Making areas safe in response to hazards or damage.
- Supporting cleaning and disinfection as required during the school day.
- Assisting with school events, productions and furniture movement.

Events, Lettings and Security

- Set up and take down furniture and equipment for events, meetings and lettings.
- Prepare areas for lettings, ensuring cleanliness, accessibility and safety.
- Brief clients on site safety and emergency procedures.
- Support school events, including some evening and occasional weekend work.
- Act as a key holder, responding to alarms and call-outs as required.

Hours of Work

- The role requires flexibility to meet the operational needs of the school.
- One weekend day per month will be worked by agreement with the Operations Manager. The time will be reclaimed in that week
- Working hours will ensure effective site opening, locking, daytime cover and event support.

School Holiday Working

- The Premises Supervisor is expected to work during school holidays as required.
- Holiday working will be agreed with the Operations Manager and aligned to planned works.
- This will include providing site access for contractors and completing maintenance tasks best undertaken outside term time.

Safeguarding

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Carrington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



Person Specification continued

Person Specification

This role would suit someone who:

- Has strong interpersonal skills and can communicate professionally with students, staff, parents, contractors and visitors.
- Understands the importance of confidentiality in a school environment.
- Is IT-confident and comfortable managing digital records and systems.
- Is reliable, trustworthy, flexible and highly organised.
- Has strong practical and DIY skills and enjoys hands-on work.
- Demonstrates excellent self-management and prioritisation skills.
- Has a sharp eye for detail and high personal standards.
- Is a proactive, positive and solution-focused leader.
- Enjoys working as part of a team and leading others by example.
- Takes pride in their work and strives for excellence.
- Relishes working in a busy student environment.
- Is motivated by making a tangible difference every day.

Why Join Us?

At Carrington, our work is guided by our shared values of **Aspire**, **Innovate** and **Respect**. This role sits at the heart of bringing those values to life through the environment we create every day.

By joining us, you will:

Aspire: Play a central role in creating a school environment where students and staff feel safe, valued and able to achieve their best.

Innovate: Be trusted with responsibility and encouraged to improve systems, processes and standards, working closely with the Operations Manager to continually refine how the site operates.

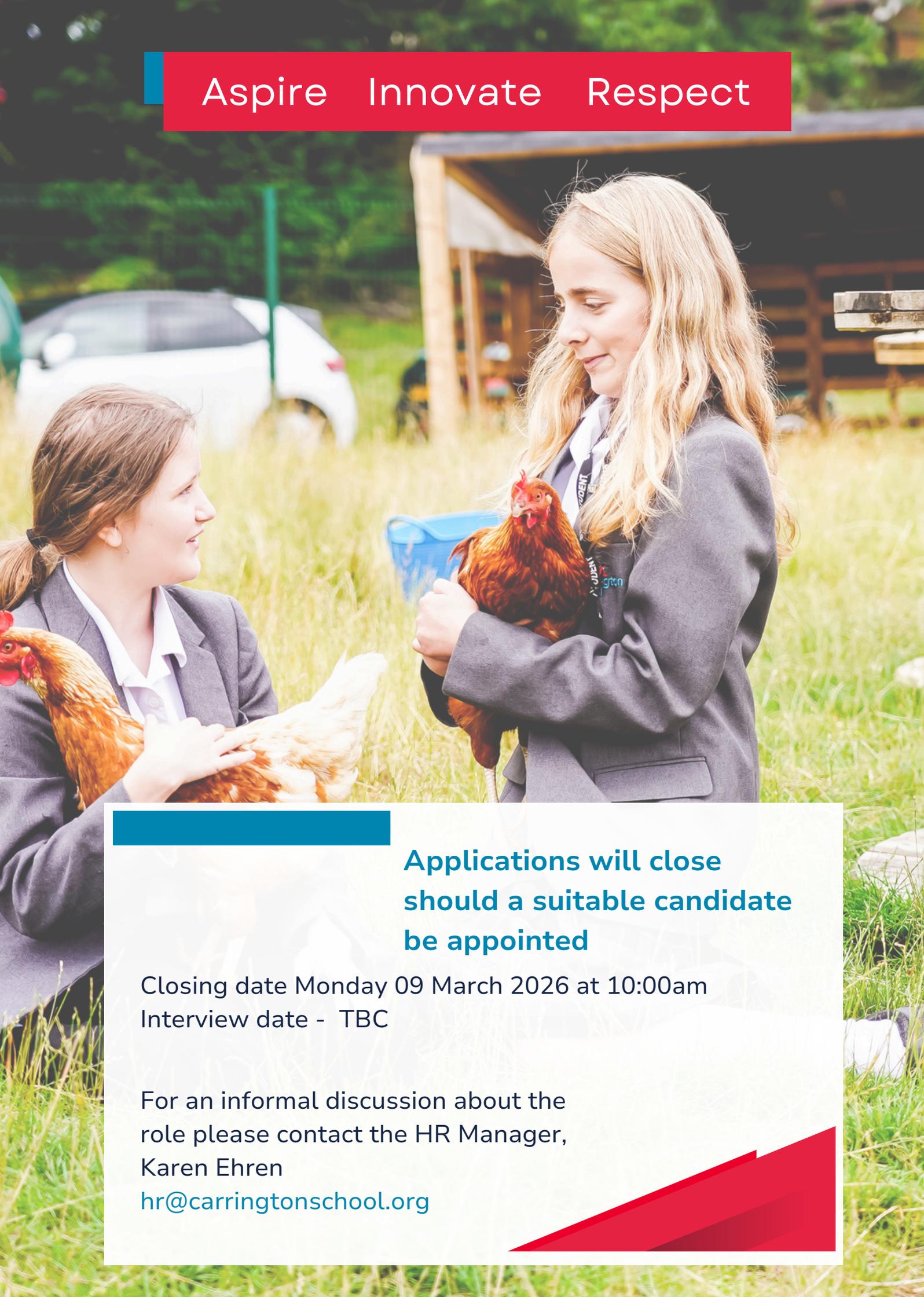
Respect: Lead by example, showing pride in the site, care for the community and professionalism in every interaction.

You will develop your leadership skills by managing people, projects and compliance in a complex and rewarding setting, with the satisfaction of seeing the impact of your work every single day.

Carrington is a supportive and ambitious community that values teamwork, ownership and high standards. If you are practical, detail-driven and motivated by excellence, this role offers the opportunity to build a meaningful career while making a genuine difference.

This is a highly visible and rewarding role for someone ready to step into leadership, take ownership and help shape a school environment that staff and students are proud of.

Aspire Innovate Respect



**Applications will close
should a suitable candidate
be appointed**

Closing date Monday 09 March 2026 at 10:00am
Interview date - TBC

For an informal discussion about the
role please contact the HR Manager,
Karen Ehren
hr@carringtonschool.org



Visit our website for more information about our school



www.carringtonschool.org

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Carrington School Redhill



@carringtonschool



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