



HAMPSTEAD SCHOOL
Learning together Achieving together

PREMISES MANAGER

Job Application Pack

Full time | Permanent | Summer Term 2025



Thank you for your interest in this exciting post at Hampstead School. More information about the school can be found on our website www.hampsteadschool.org.uk. The job profile and person specification are included in this document. We advertise our roles through TES but please take time to look at website to find out more about Hampstead School.



Dear applicant,

At Hampstead School, we are committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, staff engagement forums, in-school facilities and services to support staff from different backgrounds. We are keen to explore part-time, job share or flexible working arrangements. Everyone is welcome – we are committed to inclusion across race, gender, age, religion, identity and experience.

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

Message from the Head

I started as Head at Hampstead School in September 2020. Reopening the school in the midst of a global pandemic was a baptism of fire but staff, students and parents were incredibly supportive. This is a remarkable school and it is a privilege to work here.



The period since has been made easier by my existing knowledge of the school, having started my career here as a Newly Qualified Teacher. My original spell only lasted four years, a length of time that pales into insignificance when compared to the years of service some have given, but after leaving I retained a strong connection to the school. Hampstead School reflects – and has shaped – my educational values. It is a truly comprehensive school, seeking to serve its local community. It is non-selective in the truest sense; there are no ability bands, selection tests or restrictions based on gender or religion. If you live nearby, if it is your local school, there is nothing to stop you coming here. It is part of a strong local authority working to ensure high standards through co-operation rather than competition.

When Hampstead School gets it right then there are no caveats, no 'yes buts'. Success is not based on a selective admissions criteria or top-down interventions from an academy chain. Success is sustainable, ethically sound and based on an unwavering commitment to equality of access. I can honestly say that I would not have applied for any other headship.

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students.

If you are one of these talented people, we would love to hear from you.

Matthew Sadler
Head



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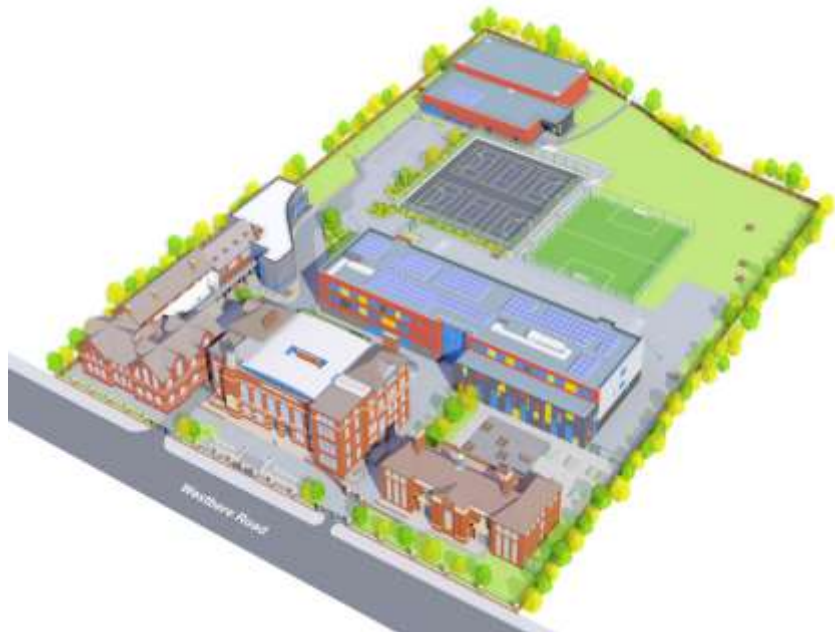
The School and its Community

Hampstead School is a London Borough of Camden maintained comprehensive school with around 1300 students. The school, with an admission number of 210, is popular locally.

Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident between students and staff. This has been recognised; we are the first secondary school in London to be awarded the UNICEF “Rights Respecting School Award” at the highest level.

The diversity of our students is a strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken. Around half our students have English as an Additional Language, with a similar proportion eligible for the Pupil Premium.

Sections of the school have been rebuilt over the past few years as part of the Priority Schools Building Programme; our facilities are now world class.



Our Ethos

We expect staff and students to *Think Big, Work Hard* and *Be Kind*, principles underpinned by the value we place on ambition, critical thought, effort and compassion. This culture is fostered in an atmosphere where the quality of relationships is crucial; our motto, ‘*Learning Together, Achieving Together*’, is reflected in the interactions that take place between staff and students every day.

We are proud of what we achieve, never complacent and retain a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of success is that, within a stable workforce, nearly all who leave do so for promotion. Consequently, this creates opportunities to appoint new colleagues with new ideas, enthusiasm, and moral purpose.



More about this role

The Premises Manager will have whole-school supervision of a large and complex site, ensuring that our buildings, grounds and facilities are maintained to the highest standards. They will lead on Health & Safety, upholding a rigorous risk assessment framework, and working closely with various school leaders on reducing illness and accident rates by ensuring employees work in a healthier environment.

This is a busy and demanding role, so the Premises Manager will need to be hardworking, flexible, and reliable, working on their own initiative and being proactive in problem solving. They will benefit from joining a supportive and well-established team, but innovation will still be a highly valued quality, with fresh approaches to contract management and compliance monitoring welcomed.

This is a pivotal role impacting all aspects of school life, developing the Premises Action Plan to account for capital expenditure over multi-year timelines, and fulfilling other leadership responsibilities, including the line management of an in-house team of cleaners. In addition to experience and qualifications, we are looking for candidates with well-developed soft skills, including the ability to communicate effectively with colleagues and students alike.

Safeguarding Children

The appointee has a responsibility for promoting and safeguarding the welfare of children and young persons they come into contact with. As such, they must adhere to and ensure compliance with the School's Safeguarding Policy and procedures at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Designated Safeguarding Lead (DSL) or Head.

Timeline of events for this post

Applications should be submitted no later than **9am on Monday 17th March 2025**.

Interviews will be held on **Friday 21st March 2025**. Early application is advised. Applications will be assessed in order of receipt, and interviews may occur at any stage after applications are received.





Job Profile: Premises Manager

Hampstead School is committed to safeguarding & promoting the welfare of children and young people. All staff are expected to share this commitment.

Direct Reporting	Director of Business Operations
Line Management	Deputy Premises Manager x 1, Premises Officers x 2, Cleaner in Charge x 1
Grade	PO3
Main Purpose	<ul style="list-style-type: none"> To be directly responsible to the Head and Senior Leadership Team, holding a key role in the management and development of the school's premises and what happens within them (excluding teaching) To maintain effective working relationships and ensure good timekeeping in the site and cleaning teams, dealing with minor grievances and ensuring work schedules and standards are maintained To effectively manage and monitor any facility or building contractors that are undertaking work on the school's premises To maintain any machinery or plant within the school and ensure the internal and external fabric of the school's premises are a safe working environment for staff and students To manage the hiring/letting of the school premises in consultation with the Director of Business Operations To maintain and further promote a culture of safeguarding and vigilance across the facilities team, including close adherence to all applicable Health and Safety legislation.
Buildings	<ul style="list-style-type: none"> To oversee maintenance of the school buildings and preparation of applicable schedules, keeping comprehensive records and organising regular inspection of the school fabric and condition. To take a lead role in promoting Health & Safety in the school and ensuring all related legislation (such as Control of Substances Hazardous to Health, Health and Safety at Work Act, asbestos, Legionella, Fire, Equality Act) is properly and promptly adhered to To ensure overall security of the school, arranging for appropriate intruder alarm arrangements and CCTV surveillance In co-operation with appropriate external experts, ensure the update and maintenance of equipment for protection against and escape from fire, as well as keeping records of and initiating regular fire practices and alarm tests To regularly review and update of the school's energy policy, together with the implementation of energy saving devices, processes, the promotion of energy conscious behaviour, oversight of the maintenance and efficiency of the installations and plant for lighting, heating, hot water, cooking and ventilation of school buildings To assist in the preparation of outline specifications for new buildings, obtaining tenders or quotes as appropriate, contributing to capital bids, planning permissions and liaison with external contractors such as architects To maintain records of school assets at the level required by the school's Asset Management Plan To ensure the whole school premises are kept in a clean and hygienic condition via the effective line management of the Cleaner-in-Charge and general supervision of the wider cleaning team.
Grounds	<ul style="list-style-type: none"> To manage all matters to do with keeping well-trimmed, litter-free grounds that provide the best possible facilities affordable for the PE Department and for the wider community using both the external and internal sports facilities To manage in-house grounds maintenance arrangements including regular monitoring of the state of the grounds around all school buildings To have close supervision and control over grounds maintenance contracts with reputable suppliers To ensure awareness of health and safety implications of managing grounds and implementation of any new statute or guidance related to grounds maintenance
Events/Lettings	<ul style="list-style-type: none"> To ensure that all activities for the community outside normal school hours are efficiently and effectively managed at an appropriate cost To deal with all issues related to the letting of the School premises and to carry forward the administration and development of this income source To attend to the arrangements for hosting public events, promotional visits to the school, or any other school-related functions, including adequate security presence in evenings and weekends where needed.
Personnel	<ul style="list-style-type: none"> To maintain effective working relationships and ensure good timekeeping in the site and cleaning teams, dealing with minor grievances and ensuring work schedules and standards are maintained To effectively manage and monitor any facility or building contractors that are undertaking work on the school's premises To ensure appropriate instruction and supervision of jobbing builders and other suppliers brought in to supplement the work of the school's site and cleaning teams



	<ul style="list-style-type: none"> • To work in close liaison with the administration, HR and finance departments to ensure a first-class premises function is organised, staffed and financed • To assist with the recruitment of staff for the departments and activities supervised and the review/preparation of job descriptions, promotion of safeguarding policies and safer recruiting policies • To be responsible for the induction, discipline, welfare, performance, training and development of staff in the site and cleaning teams • To participate in arrangements for performance management and in the identification of areas in which the school would benefit from access to training.
<p>Finance & Administration</p>	<ul style="list-style-type: none"> • To prepare and manage claims made under the school's insurance policies, including liaison with parties who the school has no liability for, such as damage claims with no malicious or reliant nature • To understand and control the Facilities Budget in close co-operation with the Finance Manager and other appropriate staff, adhering to the school's financial procedures in procurement at all times • To establish a register of potential risks and consequences and to update this on a regular basis • To oversee the negotiation (including effecting tendering) of, and the operation of all relevant contracts with suppliers, reviewing, renewing, or replacing such contracts in the spirit of Best Value • To lead projects, if appropriate, from time to time. • To liaise across departments to ensure that all relevant members of staff understand and carry out their role in the implementation of school policies and projects • To liaise with appropriate agencies and advisers on legal issues. • To keep abreast of developments which could make the management of the premises more effective, and to lead the introduction of these, finance permitting, such as in Health & Safety, facilities-related legislation, or any other relevant field • To attend Governors meetings (and similar), when requested, presenting appropriate information in legible formats and responding professionally to related lines of questioning • To carry out such duties and activities relating to general management and control of the school as the Governors and Head shall from time to time reasonably require.
<p>Additional duties</p>	<ul style="list-style-type: none"> • To ensure that all Data Protection regulations are adhered to, informing the Data Protection Lead of any related issues, particularly in relation to potential data breaches and poor working practices. • To uphold and further the School's equal opportunities policy and to carry out duties effectively and without discrimination. • To carry out any other reasonable duties within the scope of this function and grading as directed by the Director of Business Operations, or other senior staff • To act at all times in accordance with School policies and to provide a professional role model for students, parents and other staff. • To participate in training and other learning activities and performance development as required. • To actively promote safeguarding, student wellbeing and associated procedures in line with KCSiE and school protocols. • To play a full proactive part in the life of the school community in implementing its vision, mission and ethos and support and expect staff and students to do likewise • To manage the available resources of space, staff, money and equipment efficiently in line with the Nolan Principles – Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership. • To act as a designated First Aider, following appropriate training, to ensure requirements of the school's First Aid Needs Assessment are satisfied
<p><i>The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by Senior Management.</i></p> <p><i>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</i></p> <p><i>The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.</i></p> <p><i>This job description may be amended at any time in consultation with the post holder, Governing Body and/or Senior Management as required. Trade union representation will be welcomed in any such discussions.</i></p>	

All candidates must have a strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people



Person Specification: Premises Manager

Hampstead School is committed to safeguarding & promoting the welfare of children and young people. All staff are expected to share this commitment.

Criteria		Essential	Desirable
Values and disposition	The ability to <i>Think Big, Work Hard and Be Kind</i> – and foster this in others	•	
	A commitment to an ambitious, inclusive, comprehensive education	•	
	A positive, proactive, creative, solutions-focused approach	•	
	A team player who recognises the importance of a collegiate ethos	•	
	Reflective, self-aware, and keen to listen and understand	•	
	An exceptional record of punctuality & attendance	•	
Experience	Relevant work-related experience in the Facilities Management field	•	
	Experience of current cleaning materials/methods/ appliances and monitoring the quality of work undertaken by cleaning staff	•	
	Practical personal experience of building and grounds/garden maintenance	•	
	Significant, proven, successful, and varied experience in a management capacity	•	
	Experienced building positive relationships and working as part of a team	•	
	Experience of monitoring and liaising with contractors and suppliers	•	
	Experience working with or around adolescents, preferably in education environment		•
	Experience at organising and supervising third-party lettings		•
Knowledge and skills	An understanding of health & safety requirements of a school or other public institution	•	
	Excellent communication skills, both written and oral, and the ability to communicate effectively with people at all levels	•	
	Strong administration and organisational skills with methodical working practices and attention to detail	•	
	An ability to gather information from sources to problem-solve, using initiative and a proactive disposition	•	
	An ability to focus on achieving Best Value and finding the best way to use resources	•	
	An ability to accept and delegate responsibility appropriately	•	
	A natural concern for high standards combined with the ability to deliver effective results on time	•	
	Ability to perform physical tasks required in post, such as lifting, carrying and pushing various equipment	•	
Equality, Diversity and Inclusion	Awareness of the equality, diversity and inclusion agenda	•	
	Commitment to equal opportunities and celebrating diversity	•	
Qualifications	A qualification in a relevant discipline at least at Level 4, or appropriate experience at a senior level	•	
	A good level of general education including English and Maths (Level 2 or equivalent)	•	
	Relevant Health and Safety qualifications such as NEBOSH, IOSH etc	•	
	Computer literate with relevant qualification, such as ECDL or equivalent, or appropriate experience	•	
	Right to Work in the UK	•	
	First Aid qualification		•

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What Ofsted say about Hampstead School

Hampstead School welcomed Ofsted inspectors in April 2023. Hampstead School continues to be an 'Ofsted good' school, and we are very proud of the many positives highlighted in their report.

Curriculum

'Leaders have thought carefully about the design of the curriculum. They have made sure that this curriculum is ambitious and broad.'

SEND

'Pupils with SEND access the same ambitious curriculum as their peers, and they achieve well.'

Personal Development

'Leaders have thought carefully about the provision for pupils' wider development including for students in the sixth form.'

Relationships

'Staff feel valued and are proud to work in the school.'

Behaviour

'Leaders have high expectations of pupils' behaviour.'

Reading

'Leaders have made reading a priority.'





Transport

Our location, minutes from Cricklewood Station and only a short distance from Brondesbury, Kilburn and West Hampstead, means the Thameslink, London Overground and Jubilee Line offer staff the benefit of Inner-London weighting, but the flexibility of where they choose to live.

We recommend that candidates invited for interview travel to the school via public transport. If a candidate is invited for interview and requires parking for reasons such as mobility issues, we advise that the HR team are alerted about this requirement when interview attendance is confirmed.

Car parking at Hampstead School is limited. To ensure fairness, we operate a permit application process that allows contracted staff to apply for a parking space based on need. Outside of allocated permit spaces, there are some “first come, first served” spaces.

What can Hampstead School offer you?

Our employee package includes personalised training, a comprehensive package for ECTs starting a career in teaching, placement on leadership programmes for middle leaders, financial and professional support for MA degree programmes and National Professional Qualifications, and engagement in the wider programmes offered by Camden Learning.

We are keen to ensure a positive life-work balance. Staff are granted time-off for a range of personal days as well as access to a free 24-hour employee assistance package and annual flu jabs. We were the first school in London to achieve the Optimus Wellbeing Award for Schools and a staff working group continues to drive this important work forward.

Benefits include, but are not limited to:

- 15% PPA time for all teaching staff
- In-house professional development programme
- TOIL days in recognition of twilight CPD
- Bespoke leadership development pathways
- Staff only access to the school gym between 6:30 – 8:00 & 15:00 – 18:00
- Employee Assistance Programme
- Cycle to work scheme
- Eye test vouchers
- Annual flu jab
- Discretionary annual wellbeing allocation designed to aid employees with their mental health (e.g. to attend important personal events like nativity plays, social or sporting events, etc).