



Penwortham Girls' High School



Recruitment Pack

Required as soon as possible



Transitional Premises Manager

(Temporary contract approx. Oct 26 – Apr 27)

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Aims and Values



Penwortham Girls' High School enjoys a unique status, as the only non-selective, non-fee paying girls' school in Lancashire. We welcome girls of all abilities, interests and aptitudes, and pride ourselves on our long-standing reputation for academic success. We are a successful school because we have high expectations, promote learning for its own sake and provide every opportunity for personal growth and development.

Importantly, we are specialists in girls' education, providing a nurturing, supportive and challenging environment where girls excel. At our school, traditional values meet with modern, innovative approaches to learning. We are a forward thinking school that has invested considerably in new technology, ensuring that when they leave us, our pupils are fully equipped for the future. However, equally important are the qualities we instil in the girls. We have developed an environment that supports them as individuals, enabling them to progress to the next stage of their life equipped with a sense of achievement, maturity and self-confidence.

OUR MISSION IS TO PREPARE: Articulate, Questioning, Tolerant, Independent Women for the future

We aim to foster a love of learning and we strive to unlock the potential in every girl. We want our students to challenge themselves both inside and outside the classroom, to develop their talents for the future.



Quality Learning, Quality Teaching, Quality Environment

Job Advert

Grade 8 £37563 - £42123

Working as a senior manager within the associate staff team, you will be responsible for the health and safety of the school and the security, management, maintenance and development of the school premises.

We are looking to recruit an experienced, talented, innovative and hardworking Transitional Premises Manager at Penwortham Girls' High School, who will be joining the school at a time of great change, as we move to a new building in January 2027. You will work as part of a dedicated staff team who strive to improve the school and enhance the students' learning experience in every possible way.

This is a temporary post to cover the forthcoming absence of the substantive Premises Manager as well as working alongside him to provide much needed additional support for the school during this time of great change.

The contract will run from approximately October 2026 to April 2027, after which we will review the premises team to ensure it meets the needs of our new building.

This is an excellent opportunity for someone looking for a challenging yet rewarding role.

Applicants should be enthusiastic, pro-active, incredibly well organised and flexible with excellent communication and negotiation skills. Applicants must be willing to work additional hours in evenings and weekends to cover school events and lettings, and be able to respond to emergency call outs.

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure and online checks.

**The closing date is 4pm on
Wednesday 7th October 2026.**

Interviews will take place during week
commencing 12th October 2026.



Person Specification

Personal Attributes required (on the basis of the Job Description):	Essential (E) or Desirable (D)	Assessed by: Application (A), Interview (I) or Test (T)
Qualifications - Level 3 qualification plus significant experience of working in a similar role OR substantial previous experience and specialised skills acquired through significant on the job experience. - Full Driving licence. - IOSH, NEBOSH or equivalent Health & Safety qualification	 E E D	 A,I A,I A,I
Experience - Experience of working in an education environment. - Experience of planning and programming work. - Experience of developing procedures, writing specifications, management reports and/or policies. - Experience of procurement of goods and services. - Experience of budget management. - Experience of income generating activities such as lettings management. - Experience of project management to include management of and negotiation with contractors. - Experience of recruiting, managing, appraising and developing staff. - Experience in health and safety management to include risk assessments - Experience of designing and delivering training. - Experience of managing change	 D E E E E D E E E D E	 A,I A,I,T A,I,T A,I A,I A,I A,I A,I A,I A,I A,I
Skills, Knowledge and Abilities - Good IT skills, including MS Office packages. - Ability to develop and monitor systems as well as ensure established procedures are followed. - Excellent interpersonal and verbal communication skills. - Ability to establish and sustain strong professional relationships with internal and external stakeholders. - Ability to manage multiple priorities during a period of organisational change - Knowledge of health and safety policies and procedures. - Ability to communicate/handle information of a sensitive or confidential nature. - Planning and organisational skills, with high levels of accuracy and attention to detail. - Ability to use own initiative to deal with unforeseen situations, with limited guidance, but within established procedures. - Ability to solve problems – proactive and solution focused. - Ability to think strategically, see the 'bigger picture', initiate and sustain improvements. - Ability to work evenings/weekends and respond to emergency call outs as and when required	 E E E E E E E E E E E E	 A,I,T A,I,T A,I,T A,I A,I,T A,I A,I A,I A,I,T A,I,T A,I

Role Overview

THE TEAM

Premises Manager and two part time Premises Supervisors. The Premises Manager reports to the Business Manager.

Our substantive Premises Manager is due to be absent from November 2026 to February 2027. This new role is in addition to the current team on a temporary basis to cover for the Premises Manager's absence as well as support the school during a period of change as we move to a new school building in January 2027. The postholder will therefore also work alongside the Premises Manager, with shared responsibilities as outlined in the job description. Those highlighted in green are linked to our new building.

THE PERSON

Our Premises Manager plays a vital role in school, and we have extremely high expectations with regards to the maintenance and development of the school site, which will be carried through into our new building. The Transitional Premises Manager will be responsible for the operational management, maintenance, security, health and safety, and compliance of the school's current and new premises during a period of staff absence and significant change for the school. When the Premises Manager returns from his absence, the postholder will work alongside him to provide much needed additional capacity to the premises team as we occupy and operate in our new building.

This role presents a unique opportunity to support the school through a major transition into a brand-new building. In addition to the day-to-day management of the existing premises, the postholder will play a key role in preparing for occupation of the new facility, ensuring that appropriate systems, policies, procedures, compliance arrangements, and staff training are established to enable a safe, efficient, and successful move.

The successful candidate will work closely with senior leaders, contractors, architects, local authority representatives, the Premises Manager, and other stakeholders to ensure the new building is operationally ready for staff and students.

There are daily, weekly and monthly routines that must be adhered to, to ensure the school operates efficiently and all the staff have what they need, when they need it. These routines will need to be comprehensively reviewed when we move to our new building, and we must continue with our proactive approach to management of the premises.

Role Overview

We are looking for a knowledgeable, skilled, hardworking and reliable individual who will work in liaison with the Headteacher, Business Manager and Premises Manager to continue to develop and manage the old and new school premises in accordance with curriculum/school needs, as well as manage day to day operational requirements.

Previous experience of the management of school premises would be advantageous, although the ability to understand the role premises play in the success of the school is more important.

The post holder will initially work under the guidance of the Premises Manager, who will provide comprehensive training and support to ensure the post holder is successful in the role and prepared to cover all responsibilities during his planned absence; it requires a proactive and meticulous approach, and you must be able to think on your feet and adapt to ever changing demands.

The post holder will also be supported in the role by two part-time Premises Supervisors, and will be responsible for allocating, monitoring and evaluating their work during the Premises Manager's absence. The Premises Manager is the mainstay of the premises support team - as such the role involves anything and everything, from moving, lifting, cleaning, painting to installing equipment as well as developing strategy, managing projects and providing advice/analysis to the Senior Leadership Team (SLT) and the Governing Body. Therefore you will be expected to deal with management issues such as health and safety, security, maintenance programmes, project management and staff appraisal, whilst also being expected to carry out the necessary day to day duties such as litter picking, unblocking toilets, moving furniture, repairs, clearing rubbish – the list is endless!

The Premises:

The current school was built in 1954, with the most recent additions being a 2 classroom extension at the side which was completed in September 2021. The site consists of one main building and one annex located behind the main building, as well as extensive playing fields. This building was deemed no longer fit for purpose in 2023, and a new school building is being built on the school field next to the current school. When we move into our new building in January 2027, the current building will be demolished.

The school is open Monday to Friday 6.00am to 6.00pm during term time and approximately 8.00am to 4.00pm in school holidays, although this is flexible depending on what hours the staff / contractors that are present in the holiday periods work. The school is also available for lettings, which are to be covered by a member of the site team, for which overtime is paid.

Role Overview

The Premises Supervisors are contracted 22.5 hours per week each over five days.

Premises Supervisor (mornings) works:

Monday to Friday 6am to 10.30am

Premises Supervisor (afternoons) works:

Monday to Friday 2pm to 6.30pm

The Premises Manager is responsible for overseeing the cleaning of the school to ensure it is of an acceptable standard and is completed according to school needs. This is presently contracted out to Orian, but this will need to be re-tendered for our new building.

The maintenance and upkeep of the school grounds is also currently contracted out to Tivoli and the Premises Manager must monitor and evaluate this work and liaise with the contractors to ensure the school grounds are maintained to a high standard – as well as implement a new grounds contract.

Additional contract management support for cleaning and grounds is also currently in place via Lancashire County Council.

The catering is contracted out to Lancashire County Commercial Group, and the Premises Manager, in liaison with the Business Manager, is responsible for the maintenance and development of the catering areas.

You will also be expected to work in liaison with ICT Manager with regards to any developments, improvements and installations of the school ICT network and systems.

You will work as part of a dedicated support team and will be situated in the Premises office, although much of your time will be spent out and about around school. The school is very busy and there will be many demands on your time so flexibility and the ability to work under pressure are essential skills for this post, although you will benefit from working with very supportive colleagues in a well-established team. We are looking for someone with an enthusiastic and dynamic approach, who will relish the challenge of the complex nature of premises management whilst also getting 'stuck in' to the day to day work and the nitty gritty of this role.

Role Overview

This is an excellent opportunity for someone looking for a challenging and rewarding role. Whilst this is a temporary post to cover staff absence and provide additional support during our move, we will need to review the premises support structure as it has been designed to support the current school building and does not necessarily reflect what we will need in the new building. Therefore, there may potentially be future opportunities at the school, not necessarily on the same hours or salary.

This is a **temporary full time post** which is 37 hours per week, full year. The hours of work will be 8am to 4pm each day with 30 minutes unpaid break for lunch. The post holder must be willing to work additional hours as and when they are required at busy periods, to cover annual leave during school holidays or to cover events such as open evening, parents evenings, school concerts, for which overtime is paid. The post holder will be a nominated key holder and as such may have to respond to emergency call outs. The post holder must be willing and able to do this. Please note that annual leave must be taken during school holidays. As a school we are committed to continuous staff development and relevant training will be made available to the successful candidate.

This post is subject to the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service and online checks.

More Information:

For an informal discussion about the role please contact the Business Manager on 01772 743399 or a.barnes@penworthamgirls.lancs.sch.uk. Visits to the school are welcome.

APPLICATION

All applications should be on the Lancashire County Council application form which is enclosed. Completed forms should be accompanied by a letter of application which should be no more than two sides of A4. In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information they will not be accepted as an application on their own.

Applications with covering letter should be marked for the attention of the Business Manager and returned by post by **no later than 4pm on Wednesday 7th October 2026**.

It is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date. Thank you for your interest.

Job Description

Transitional Premises Manager

(Temporary contract approx. Oct 26 – Apr 27)

GRADE 8 £37,563 - £42,143

Reporting to: The Business Manager

Responsible for: Premises Supervisors

THIS POST IS CREATED TO COVER THE ABSENCE OF THE SUBSTANTIVE PREMISES MANAGER. ONCE THE ABSENCE HAS ENDED, THE POSTHOLDER WILL WORK ALONGSIDE THE PREMISES MANAGER AS ADDITIONAL SUPPORT DURING THE TRANSITION TO OUR NEW SCHOOL BUILDING.

Purpose:

- Responsible for the planning, development, implementation of premises services and day to day operational management of the school premises; including managing the cleaning and grounds operations of the school.
- Responsible for management of and liaison with external contractors employed by the school.
- Be the Health & Safety Manager for the school, under the direction of and reporting to the Headteacher
- Prepare for the occupation of the new school building, ensuring that appropriate systems, policies, procedures, compliance arrangements, and staff training are established to enable a safe, efficient, and successful move.
- Work closely with senior leaders, contractors, architects, local authority representatives, and other stakeholders to ensure the new building is operationally ready for staff and students.
- Maintain operational continuity throughout the transition period.

Key duties:

- To be responsible for the management of school Premises through planning, developing, designing and monitoring systems and procedures.
- To manage and monitor the progress of all Premises staff.
- To manage all requests from staff for support with Premises related requirements.
- To be responsible for the management and development of lettings.

Job Description

- Arrange the provision, analysis and evaluation of data, detailed reports and information to the Business Manager, Senior Leadership Team, the Governing Body and outside agencies.
- To manage the procurement process for Premises, including securing appropriate maintenance and service contracts, licences and insurance.
- To manage all external contractors for Premises.
- To support the implementation of the school's health and safety policies as directed.
- To develop strategy in relation to the operational areas managed.
- To assist the Headteacher and governing body with income generation activities and in promoting and marketing the school.
- To prepare and submit bids for funding from outside agencies, under the direction of the Business Manager, including lettings.

New School Building Transition and Mobilisation

- Support the school's transition into a newly constructed building.
- Develop and implement building-specific operational procedures and management processes.
- Establish maintenance schedules, asset registers, and facilities management protocols for the new site.
- Coordinate the handover process with contractors, project teams, and stakeholders.
- Review building commissioning information and ensure facilities are fully operational prior to occupation.
- Assist in identifying and resolving building defects during the handover and defects liability periods.
- Develop occupancy plans if required and support the practical arrangements for moving into the new premises.
- Ensure all facilities, equipment, and systems are appropriately documented and understood.

MAIN ACTIVITIES

Security

- Be responsible for the security of the school site, including managing the opening and closing procedures. [Adapt the procedures for the new school building.](#)
- Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds.

Job Description

- Oversee access control systems, alarms, CCTV and security arrangements.
- Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and managing contractor activity on-site.

Supervision

- To organise and manage the work of the premises supervisors, casual site supervisors and cleaning team.
- Undertake recruitment, selection, induction and appraisal of premises and cleaning staff as appropriate and allocate duties and hours of work;
- Planning own work and that of premises supervisors and cleaning staff (issues relating to supervision/ management of staff).
- Provide/arrange the appropriate induction and training of premises supervisors and cleaning staff.
- Monitor the progress of the premises team and identify appropriate training and development opportunities for team members to increase the effectiveness of the function.
- To monitor the work of the premises, cleaning and maintenance staff, to ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors.
- To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes.
- Draw up of site maintenance plans and specifications for work to be undertaken by contractors and arrange for works to be undertaken.
- Monitoring the progress of projects involving outside contractors.
- Monitoring the grounds maintenance function, including managing the contract for the provision of grounds maintenance where one exists.
- Monitoring and ensuring the cleanliness of the school premises and furnishings, including managing the cleaning contract where one exists.
- Ensuring that all premises management equipment is in a safe and working condition and arranging for their repair as appropriate.

Job Description

- To arrange for the Premises team (including the postholder) to carry out first-line repairs which are not beyond the competence of the staff concerned e.g. basic plumbing, decoration, changing light bulbs, basic joinery, mechanical repairs to doors, locks and closing systems.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. security access systems, CCTV, intruder alarm systems, fire alarms/equipment, water checks, checking automatic pumps and areas subject to flooding,.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Arranging for minor works to be undertaken and monitoring the progress of projects involving outside contractors in accordance with existing Service Level Agreements.
- Assist with snagging, defect reporting, and rectification activities associated with the new building project.

Emergency Planning and Business Continuity

- Support the development of emergency preparedness and business continuity arrangements for the new site.
- Coordinate responses to premises-related emergencies.
- Ensure emergency procedures are tested, communicated, and understood by staff.

Premises Management and Maintenance

- Making arrangements for the washing of internal walls, e.g. classrooms, corridors by the premises (and cleaning) staff.
- Making arrangements for window cleaning compliant with Work at Height Regulations.
- Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean, and the dustbin areas tidy.
- Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Preparing the school premises and site for out of school activities and clearing up after these activities.
- Undertake cleaning of allocated areas, including closure cleaning.

Job Description

Policy and Procedure Development

- Lead the development, review, and implementation of premises-related policies and procedures for the new building.
- Create operational guidance covering:
 - Building access and security
 - Emergency evacuation procedures
 - Lockdown arrangements
 - Fire safety management
 - Contractor management
 - Site access and visitor arrangements
 - Facilities management processes
 - Out-of-hours use of the premises
- Ensure all policies comply with statutory requirements and best practice.

Training and Staff Support

- Develop and deliver training for staff relating to the operation of the new building.
- Produce user guides and documentation for key building systems.
- Ensure staff are familiar with:
 - Fire evacuation routes and assembly points
 - Security systems and access controls
 - Emergency procedures
 - Facilities reporting processes
 - Health and safety arrangements
- Coordinate induction arrangements for staff in relation to the new premises

Other duties

- Testing portable electrical equipment if trained and accredited to do so.
- To manage the out-of-school hours letting of the school premises.
- Maintenance of asset register in respect of the premises (with the exception of ICT). Carrying out an annual check of equipment against the asset register.
- To be responsible for the management of the school minibus including arranging annual service, MOT and be available to drive it as and when required.
- To investigate opportunities for recycling of the school's waste, and offer advice and guidance to school staff on appropriate recycling systems.

Job Description

- To act as the school's energy manager, monitoring energy costs and ensuring conservation of energy through efficient procedures and systems.
- By involving pupils and staff of the school, to constantly seek ways of improving the working surroundings and of managing the premises in a more efficient and cost-effective way;
- To undertake training as appropriate.

Health & Safety

- To be responsible for all aspects of Health and Safety connected with the school premises and site, including the completion of appropriate risk assessments, and ensuring compliance with all statutory regulations with accurate records maintained.
- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school in relation to premises operational issues and in liaison with the Health and Safety Committee for the school.
- Monitoring the appropriate Health and Safety procedures in use in the school and reporting any issues to the Health and Safety Committee for the school if required.
- To attend meetings of the Health and Safety Committee of the Governing Body and consult with governors on matters relating to school Premises.
- To develop and implement policies and procedures in the area of Health and Safety within the school.
- To ensure that the appropriate staff within the school are fully aware of CoSHH legislation.
- To design and deliver Health and Safety training for staff within the school and act as Health & Safety Officer for the school.
- To undertake regular testing of the school burglar and fire alarm system, and to maintain appropriate records in relation to this.
- Support external audits and inspections.

Finance

- To liaise with the Business Manager in monitoring the delegated maintenance and improvement budgets and regularly reporting budgetary information in relation to this to the Business Manager/Headteacher.
- To develop and promote the school premises to the outside community.

Job Description

General

- To fully participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Business Manager / Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

SCHOOL

As a member of staff at Penwortham Girls' High School you will also be expected to:

- Work within school policies and procedures including Safeguarding.
- Be aware of their own responsibilities relating to the safeguarding and promoting of the welfare of the children and young people.
- Contribute to the provision of an effective environment for learning.
- Support the promotion of positive relationships with parents and outside agencies.
- Attend skill training and participate in personal/performance development as required.
- Take care of their own and others Health & Safety.
- Be aware of the confidential nature of issues.

The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Applications

For an informal discussion about the role please contact the Business Manager on 01772 743399 or a.barnes@penworthamgirls.lancs.sch.uk. Visits to the school are welcome.

All applications should be on the Lancashire County Council application form which is enclosed. Completed forms should be accompanied by a letter of application which should be no more than two sides of A4. In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information they will not be accepted as an application on their own.

Applications with covering letter should be marked for the attention of the Business Manager and returned by post by **no later than 4pm on Wednesday 7th October 2026**.



All applications should be returned to:

Transitional Premises Manager Application

C/O Headteacher's PA

Penwortham Girls' High School

Cop Lane, Penwortham

Preston, PR1 0SR

recruitment@penworthamgirls.lancs.sch.uk

Due to limited resources, it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date.

Thank you for your interest.



Penwortham Girls' High School

We are an **outstanding** school (Ofsted 2024)



www.penworthamgirls.lancs.sch.uk

Cop Lane, Penwortham, Preston. PR1 0SR

01772 743399

To prepare articulate, questioning, tolerant, independent women for the future