



Job Title:	Assistant Premises Manager	REF:	STA/026
Contract Type:	Fixed-term until 31 st August 2026	Contact Name:	Inas Hassoun-Soussi
Work Pattern:	Full-time	Contact Email:	HR@sta.islington.sch.uk
Location:	Highgate, Islington, London	Closing Date	Midnight, 2nd November 2025
Salary:	(Inner London) dependent on experience	Shortlisting:	4th November 2025
Start Date:	17th November 2025	Interviews:	5th – 14th November 2025

St. Aloysius' College is a high performing mixed Catholic academy in the Borough of Islington. It has provided the local community with over 145 years of high-quality education. The College is on a journey to OFSTED Exemplary having received a "Good" Section 5 OFSTED report in June 2022, ranking in the top two Islington secondary schools for GCSE progress in 2024, and top Islington secondary school for A-Level results in 2023. It is a highly regarded school in the local community, based in a vibrant location in North London with excellent transport links.

We are a friendly and supportive school community with a strong focus on excellence and high expectations for all. As we continue our journey to OFSTED Exemplary, staff development remains a top priority. We are seeking an experienced Assistant Premises Manager. If you are interested in the opportunity, we would love to hear from you!

- 35 hours per week
- 10:00-17:00 Monday to Friday, hours may vary depending on the needs of the school
- Saturday mornings 08:00-13:00
- Potential cover for lettings

We can offer you:

- Future career development.
- Free parking.

We are looking for someone who will:

- Have flexibility during school events and other occasions
- Be computer literate
- Be a team player
- Have excellent communication and interpersonal skills to liaise with SLT team, SBM, and parents
- A degree of Health and Safety knowledge but training will be provided

For more information about our school, please visit our school website <https://www.sta.islington.sch.uk/>, and if you would like to come and see the school, please contact the school office to arrange a tour on 0207561 7800 or email enquiries@sta.islington.sch.uk

St Aloysius College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants and positive references.



In line with KCSIE 2022 and safer recruitment practices, St Aloysius will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

How to Apply:

Please apply online at <https://www.sta.islington.sch.uk/staffvacancies> and fill out an application form. If you need any assistance, please contact HR at hr@sta.islington.sch.uk quoting reference **STA/026**.

Application Deadline

Completed application forms must be received at hr@sta.islington.sch.uk by the above stated deadline.

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

Candidates who are invited to interview will be required to bring original identification documents (e.g. passport) and if applicable proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Additional

Only fully completed School application forms received by the stated deadline will be accepted as valid applications. CV's will not be accepted as applications. No recruitment agencies.