



# Sherwood Park School

Sherwood Park Campus &  
Sherwood Hill Campus

**Recruitment Pack**

**Premises Assistant**

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## **Section 1 - Advert**

**Job title:** Premises Assistant  
**Location:** Wallington and Carshalton  
**Salary:** £27,269 to £29,093 FTE  
**Grade** 5  
**Spinal Point:** 11 - 15  
**Hours:** 36 Hours per week: Providing cover across the campuses  
**Contract:** Permanent  
**Start Date:** August 2025

We are seeking to appoint an experienced, hardworking, friendly and dedicated Premises Assistant to join our new SEND Manor Campus opening in September 2025.

This is an exciting opportunity to work within our growing campuses and the successful candidate will take pride in the schools, have high standards and be proactive.

Major expansion plans and building projects are in the pipeline as Sherwood Park Schools continues to expand its building assets so we are looking for an individual who has a can-do attitude and a keen team player.

This role requires a highly focused individual who is organised and passionate about making a difference for our campuses and the local communities. The successful candidate will be a highly efficient individual experienced in all aspects of health and safety, fire risk management.

This is a challenging role that will bring many rewards.

### **THE MAIN PURPOSE OF THE JOB**

- To be responsible to the Facilities Manager for various duties relating to the security, operations, facilities management and monitoring of the school site, including the management and supervision of contractors on site.
- Ensure that the school buildings, facilities, and grounds are maintained to the highest possible standard and are in proper working order. This will ensure compliance with relevant Health, Safety, and welfare legislation and provide a safe working environment for all facility users.
- To work with the Facilities Manager, School Business Leader and Headteachers in support of future developmental activity, e.g., new builds, commercial use, procurement.
- Work in a flexible manner to meet the school needs and safety of pupils.

### **KNOWLEDGE & SKILLS**

- Previous substantial experience within an FM / PPM / Building environment.

- Practical experience and knowledge of health & safety legislation and its application in a multi-user site and ability to lead a small team and allocate work.
- Time management and communication skills.
- Able to cope with the physical demands and changing priorities of the post.
- The post holder needs a good level of practical skills, which may have been gained from various sources, e.g., working in a trade, previous FM experience, etc., and experience working in a multi-disciplinary role with a range of customers.

These may include:

- buildings and grounds maintenance, I.T. to include FM software, spreadsheets, databases; safe use of ladders and platforms, manual handling techniques, fire
- safety measures, security issues (including re-programming alarms), safe use of power tools
- boiler maintenance, locksmith techniques, cleaning and maintenance of floor coverings
- Use of specialist equipment; expert knowledge and skills when undertaking professional trade jobs, e.g., plumbing, welding, etc. COSHH issues, electrical safety, procurement/contractor lists / financial regulations, and waste disposal procedures.

Please see the job description and person specification for further details.

To apply, please complete an application form. Please note that CVs are not accepted.

**The closing date for this post is 9 am on Monday 14th July 2025. Interviews will take Friday 18th July 2025.**

**If you would like to discuss this exciting opportunity, please contact [recruitment@sherwoodpark.org.uk](mailto:recruitment@sherwoodpark.org.uk)**

Sherwood Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, Right to Work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

## **Section 2 – About Sherwood Park School**

Sherwood Park School is funded by Sutton Local Authority and is currently a full member of the Sutton Educational Trust, which offers mutual support and the sharing of best practices.

The school has nearly doubled in size and continues to grow. The local authority has committed to investing significant capital in extending and updating our campuses to accommodate the growth and sustain the school's ability to meet the needs of a large number of pupils.

The school is an all-age foundation special school which consists of two campuses;

Sherwood Park Campus in Wallington provides for pupils with profound and multiple learning disabilities and severe learning disabilities, and Sherwood Hill Campus in Carshalton provides for pupils with autism and severe learning disabilities and/or significant social and emotional difficulties that affect their capacity to cope with daily activities.

The two campuses are three miles apart (Beddington and Carshalton on the Hill) and are both the size of a "standard" special school, making the provision a group 7 school. The school continues to grow as one school with a joint dedication to the mission and values, led by the whole school senior leadership team and headteacher.

Sherwood Park School is growing and looking to appoint a Premises Assistant to work across our campuses.

Sherwood Park School is a warm and friendly school with high aspirations for our fantastic pupils.

So we are looking for someone who is committed to share the vision for the schools and to making a difference to our children and our community.

## **Section 3 – Job Description**

|   |   |
|---|---|
| <b>Sherwood Park School</b>                   | <b>Job Title: Premises Assistant</b>                      |
| <b>Responsible to:<br/>Facilities Manager</b> | <b>Responsible for: N/A</b>                               |
| <b>Grade: 5<br/>Spinal point:11-15</b>        | <b>Working Hours: 36 per week<br/>AYR: All Year Round</b> |

### **MAIN PURPOSE OF JOB**

- To be responsible to the Facilities Manager for various duties relating to the security, operations, facilities management and monitoring of the school site, including the management and supervision of contractors on site.
- Ensure that the school buildings, facilities, and grounds are maintained to the highest possible standard and are in proper working order. This will ensure compliance with relevant Health, Safety, and welfare legislation and provide a safe working environment for all facility users.
- To work with the Facilities Manager, School Business Leader / Executive Headteacher in support of future developmental activity, e.g., new builds and scope, commercial use and not limited to other tasks example lettings.

### **KEY TASKS**

- Maintain and secure the school premises, furniture and fittings to a high standard, including reactive repairs and devising and managing the preventative maintenance programme.
- Ensure that the site promotes pupil equality and access to opportunities to learn and develop.
- Interpret information and resolve a range of problems proactively, flexibly and innovatively.
- Advise the School Leadership Team on matters relating to site and buildings, promptly highlighting any issues that affect the safe operation of the school.
- Actively support the community's use of the site, buildings, and related resources.
- Undertake portorage duties, such as moving furniture and equipment as required and in good time to support effective teaching and learning.
- Liaise with contractors and outsourced service providers on all estimates and works, ensuring high-quality service and workmanship and minimising any disruption to the school's continuous operation without delaying any required work.
- Maintain annual asset register, liaising with colleagues with financial responsibility and oversight as appropriate.
- General maintenance tasks before contacting contractors.
- Undertake regular site inspections and take action to ensure that the school site and buildings are clean and well-maintained.
- Ensure that all statutory and non-statutory testing, certification, and evidence of adherence to legal requirements are up to date, and ensure that remedial

works are actioned promptly.

- Create and maintain an annual fire risk assessment and undertake regular fire drills and alarm testing, with remedial works actioned promptly.
- Manage the building management control systems to minimise energy usage at all times, including obtaining and providing meter readings.
- Undertake regular playground equipment inspections to ensure the safety of pupils and advise the Headteacher when equipment has been closed to use.
- Ensure that the school is cleaned to a high standard, liaising with the cleaning contractor as required. This may require the job holder to undertake cleaning and/or stock replenishment duties occasionally.
- Monitor, order, and deliver appropriate supplies and equipment to ensure adequate stock levels and delivery within an agreed-upon budget.
- Ensure deliveries are stored away promptly.
- As the site key holder, you are responsible for the routine and emergency opening and closing of the grounds and activating the alarm system if required to safeguard the school and its assets.
- Be a key holder for the school site, responding to:
  - Intruder alarm call-outs when the external 'out of hours key holder' cannot attend. Liaise with the 'out of hours key holder' to determine if/when contractors should attend to conduct remedial work.
  - Fire alarm call-outs together with the external 'out of hours key holder'
- Oversee health and safety of site-related activities, ensuring risk assessments are carried out appropriately and policies followed.
- Manage the authorised access and departure of all visitors to the school, including visitors arriving and departing the site outside of school hours.
- Where necessary, remain on site from the arrival of hirers and throughout any hiring or letting to supervise the safe use of the school facilities and equipment, clean and tidy up as necessary, and secure the premises at the end of the letting.
- Liaise with all school site users (including lettings) to ensure that they receive excellent service.
- Liaise with all hirers and relevant school staff to ensure that all appropriate documentation is completed before the hire, including but not limited to risk assessments, insurance, first aid, contracts, etc.
- Operational and financial management, administration, organisation and planning of daily site maintenance, security and cleaning routines with budget constraints – also proficient in using IT software.
- Direct contractors to specified work and monitor their progress and quality of work undertaken, reporting on the standard and completion of all work.

### Vehicles

- Maintain the school minibus by carrying out weekly safety, cleanliness, and general operation checks, including filling the tank as required in accordance with school procedures.
- Liaising with local garages as required to ensure the minibus is serviced regularly and that MOTs are carried out annually, ensuring the legality and safety of all concerned, including all 13-week safety checks.

### Support to Colleagues

- Role model and encourage others to have a good health and safety culture.

- Provide health and safety induction training and refresher training for all new staff as required.
- Work with other facilities staff, including managing on a day-to-day basis, coaching and developing skills and attitudes, and ensuring that all premises staff are fully trained and have up-to-date accreditations.
- Work proactively and collaboratively with other members of the staff team.

#### Self-Development

- Attend staff and team meetings as required.
- Participate in training and other learning activities offered by the school.
- Improve own practice, including through observation, evaluation and discussion with colleagues.

#### Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times.
- Assist in preparing and supporting the maintenance of site-related policies, including site access plans, premises evacuation, etc.
- Follow school procurement policies at all times.
- Maintain an Operations Manual encompassing all equipment on site.
- Follow all legislation and best practices relevant to your role.
- Follow all school policies, procedures and guidelines.

#### Health & Safety

- Proper and timely assessment of risk to health and safety, implementation of measures and arrangements identified as necessary from assessments. This is achieved by Health & Safety zonal inspection of the site, which is then compiled into a working report. Where appropriate, external experts are brought in to advise.
- To work with the Facilities Manager /SBL in support of H & S audits. Ensure the site satisfies health, safety, and welfare requirements, such as ventilation, temperature, lighting, sanitary, washing, and rest facilities.
- To supervise and undertake, when required, testing, repairs and maintenance of portable electrical appliances according to level of competence.
- Compiling and updating the database of all tests.
- Formulate and maintain an up-to-date work schedule of plans, servicing schedules, and other data relating to the site and its infrastructure.
- Responsible for preparing and presenting all necessary information/data for Health & Safety meetings (chaired by the SBL).
- Be a fire marshal and assist in evacuation of sites.

#### Facilities Management

- Site maintenance, security and cleaning routines with budget constraints – using IT software.
- Awareness of and adherence to current Health and safety legislation by all site maintenance and cleaning staff.
- Direct contractors to specified work and monitor their progress and quality of work undertaken, reporting on the standard and completion of all work.
- Work collaboratively with other site maintenance staff and all colleagues.
- Liaise with the external cleaning contractor's supervisor to ensure the premises

are prepared and cleaned for daily school use, after-school events, and all external lettings.

- To assist Facilities Manager in quotes/estimates/tenders from recognised contractors for all repairs and development work to meet the standards set out by the Schools Accounting & Financial Regulations.

### Lettings /Events and Future Development

- Work with the Facilities and SBL to utilise the school site for commercial use.
- Work with all site facilities teams to support out-of-hours events, e.g. open evenings, parent's evenings, etc.
- Responsible for the layout/removal of furniture and equipment as required.
- To secure buildings after use.
- To support Facilities Manager the SBL / Headteacher with any future development of the Sherwood Park School sites.

### Routine Tasks

- To be responsible for the site's general appearance, including removal of litter and graffiti, as necessary.
- Respond to all defect reports and implement such remedial works as are necessary, working within Health and safety parameters with regard to specific trade skills within the team.
- To deal with faults, repair fittings, decoration, building or plumbing repairs and electrical equipment as necessary and within the post's scope.
- Priorities, cost and respond to requests for minor improvements works; Identify and communicate own suggestions for minor works; Cost all works to ensure they represent value for money.
- Complete all necessary paperwork associated with orders, check relevant invoices, check deliveries, and distribute to departments.
- To carry out emergency cleaning tasks, including removing bodily fluids/excretions.
- To be responsible for the setting out of areas of the school for specified use and to work as part of the team to ensure that any such work is carried out promptly.
- Log all incidents of vandalism or unusual excessive wear and tear and either rectify or report them to the Facilities Manager / SBL.
- To be the first point of contact for external security providers and cleaning staff.
- Responding to emergency call-outs with other site staff and liaising with external key holders on a Rota basis.
- An ability to understand swimming pool operation and maintenance isolate fault find using documentation.
- Manual handling of large items around schools
- Flexibility with regards to working hours including weekends and anti-social hours.

### Training

- Be willing to undertake all relevant in-service training as required and ensure that all relevant skills/qualifications are updated.

### Contacts and Relationships - Internal / External

Ability to communicate with suppliers and contractors and building professionals, parents, public members, the Fire Service and the Police service.

Most of the relationships are straightforward, although there may be a need for the postholder to negotiate with contractors over site access, balancing the need to minimise disruption to school activities whilst still allowing building projects to progress according to the programme.

### Equality and Diversity

Central to the Governors and School is the commitment to treating people with dignity and respect whilst valuing the diversity of all. We are committed to eliminating all forms of discrimination in service of delivery, employment and in working with all stakeholders - including on grounds of race, gender, caring responsibilities, disabilities, gender reassignment, age, social class, sexual orientation and religion or belief.

### Safeguarding and Child Protection

- All staff are responsible for providing and safeguarding the welfare of children and young people they interact with.
- All staff must comply with the school's Safeguarding Policy.
- If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.
- It is a requirement of the role that appropriate safeguarding and child protection training is undertaken.
- A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education (which may include online and social media checks) may be undertaken.

**The list of duties in this job description should not be regarded as exclusive or exhaustive.**

**This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.**

|                   |                     |
|-------------------|---------------------|
| <b>Sign</b>       |                     |
| <b>Employee</b>   | <b>Line Manager</b> |
|                   |                     |
| <b>Print Name</b> | <b>Print Name</b>   |
| <b>Date</b>       | <b>Date</b>         |

## **Section 4 – Person Specification**

| <b>Education and Training</b>   |   |  |   |
|---|---|--|---|
| <b>Essential Criteria</b>   |   | <b>Desirable Criteria</b>  |   |
| Relevant Health and Safety qualifications and/or willingness to undergo training as required (COSHH NEBOSH)   | ✓ | Qualification in premises/or facilities management/or equivalent | ✓ |
| Understanding and ability to apply regulations such as Health & Safety, Fire, Manual Handling, Asbestos & Legionellae)  | ✓ |  |   |
| <b>Achievements and Experience</b>  |   |  |   |
| <b>Essential Criteria</b>   |   | <b>Desirable Criteria</b>  |   |
| A range of previous experience as a Premises Assistant servicing and maintaining a site to its optimum function.  | ✓ | Experience working in a school environment                       | ✓ |
| Must be a driver and prepared to complete training and test for driving school mini-buses.  | ✓ |  | ✓ |
| Experience in accepting a range of responsibilities and carry them out efficiently and effectively and when necessary with a minimum of support and guidance.                                       | ✓ |  |   |
| A strong working knowledge of Health and Safety Legislation.  | ✓ |  |   |
| Previous experience in summarising and recording information in a way that can be readily understood by others.   | ✓ |  |   |
| Practical understanding of experience and commitment to the school's equal opportunities policy and its implementation.   | ✓ |  |   |
| An appreciation, understanding and empathy for pupils who exhibit a range of special needs and how they can be best supported by all staff in the community of the school                           | ✓ |  |   |
| Able to demonstrate a range of practical skills to undertake a variety of maintenance and repair tasks across the site to include minor carpentry, plumbing and decorating and others, as required. | ✓ |  |   |
| Experience of tendering and overseeing the completion of contracts (specifically with a facilities focus).  |   |  | ✓ |

## **Section 5 – The Appointment Process**

These notes are intended to guide you when making an application.

### **The Application Form**

Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

### **Education and Training**

State your qualifications and any training you have undertaken relevant to the post.

### **Present Appointment**

Make it clear what your present post is, which establishment you work in and who your employer is.

### **Previous Appointment**

When completing this section, it is important that you offer a continuous record or an explanation of any gaps to allow a full account of your experience, such as child raising or voluntary work.

### **Referees**

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. References will be taken if the candidate is successfully short-listed for an interview. We may need to contact them at short notice so please be specific with regard to contact addresses including email and telephone numbers.

### **The Supporting Statement**

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

### **Arrangements for Interview**

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts

### **The Interview**

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

### **Feedback**

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

## **Section 6 - Visits**

The campuses are located in Wallington and Carshalton a few miles from each other.

|   |  |
|---|--|
| <b>Sherwood Park Campus</b>               | <b>Sherwood Hill Campus</b>                  |
| Streeters Lane,<br>Wallington,<br>SM6 7NP | Stanley Park Road,<br>Carshalton,<br>SM5 3HW |
| Tel: 0208 773 9930                        | Tel: 0208 669 7832                           |

