



Dunottar School



Working at Dunottar

PREMISES OFFICER

JUNE 2024



Welcome to Dunottar School

Dunottar is a vibrant, co-educational independent secondary school in Reigate, Surrey. We have 460 pupils across years 7-13 (ages 11-18) and are part of United Learning's family of schools. At Dunottar our aim is to bring out the best in every pupil, enabling them to be the very best they can be. Pastoral care is at the heart of everything we do, and we pride ourselves on our warm and nurturing, family environment. In addition, we offer an outstanding education to our pupils and, through excellent teaching and high levels of individual support, seek to enable them to achieve added value which is comparable with what is achieved in the top schools in the UK.

We are delighted that you are considering working at Dunottar School. We are a close knit team where every professional's impact and input is valued. As a rapidly developing school, I am looking for staff who pride themselves on the highest possible professional standards, are keen to immerse themselves in school life and who relish the creativity of the opportunity that is provided here.

In return, you will enjoy an exciting and rewarding professional life where you will genuinely feel that you are shaping not just the futures of the children you teach, but the school itself. As part of United Learning's family of schools, your professional development opportunities are second to none. Our staff benefit from the expertise that comes from working with other dedicated teachers from a variety of different schools and contexts; so whatever stage of your career you are at, I am confident that you will continue to learn and develop by becoming part of our team.

Mark Tottman, Headmaster



Premises Officer

Salary:	Up to £30,000 FTE depending on experience
Hours:	37.5 hours per week all year round
Working Pattern:	45.2 weeks plus 5.2 weeks (26 days) annual leave and 1.6 weeks (8 days) of statutory holiday
Working hours:	7.30am—4pm Monday to Friday
Start date:	Monday 3 June 2024
Interviews:	During April and May by arrangement

Our People

Dunottar is a school with a distinctive atmosphere and an exciting and dynamic place to work. Teaching and support staff work collaboratively in an environment where hard work and fun go hand in hand. It is a school where you can have real impact and where there are rewarding career opportunities.

The Role

We are seeking to recruit a Premises Officer to work as part of the Estates Management Team. This role will provide maintenance and caretaking to ensure the safety of those using the school site and that the site is maintained to the expected high standard. The successful candidate would ideally have several years of proven professional experience. Experience of working in an educational environment, where safeguarding is a priority, would be advantageous but not essential as full training will be provided. We are also looking for someone who is observant, enthusiastic about performing to the best of their ability and will take pride in maintaining the school site.

Duties to Include:

- Operate within all Dunottar School Health & Safety regulations at all times.
- Carry out general maintenance work.
- Monitor hot water and HVAC systems.
- Carry out swimming pool maintenance, training will be provided.
- Lock and unlock the school site and buildings including setting alarms.
- Carry out PPM as required by the Estates Manager including PAT testing, emergency lighting checks and ladder safety.
- Daily setting out and clearing away of tables and chairs in dining areas if required and movement of furniture in connection with assemblies, parents' evenings and other events.
- Provide a portering service (some heavy lifting involved).
- Monitor site security, car parking and traffic safety inside the school and around the school gates area.
- Litter picking and rubbish clearance as required.
- Decorate, paint and carry out light refurbishment works.
- Leave areas safe, clean and tidy after all refurbishment or maintenance works.
- Check supplies of repair materials, lighting and sundry items and report replacements needed to the Estates Manager.
- Check all school toilets and make sure they are kept clean, hygienic and repaired.
- Act as a fire warden and manage fire alarm activations and evacuations.
- Attend training courses as required by United Learning.

Person Specification

Professional Qualifications, Skills and Experience

- Desirable to have maintenance skills to at least NVQ/BTEC level 3 or equivalent professional trade qualifications.
- Knowledge and skills of a trade or multiple trade disciplines such as plumbing, carpentry, mechanical and electrical, painting & decorating.
- Physical ability to carry out all tasks within the role's remit.
- Health and Safety and/or first aid qualifications (such as IOSH) would be desirable
- Ability to drive school minibuses would be an advantage.
- Good communication skills and the ability to communicate information to the right people in a timely and clear manner.
- Experience of listening actively, demonstrating the ability to understand instructions and respond appropriately.

Personal Qualities

- Reliable, positive attitude and supportive to all staff.
- Ability to be flexible and work as part of a team or individually as required.
- Ability to manage own time efficiently and demonstrate initiative including establishing priorities.
- Ability to demonstrate an understanding of pupils, parents, staff and other users of the school site.

Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people.
- Ability to adhere to the school's policies and procedures including equal opportunities and health and safety policies.
- Ability to contribute to the school's ethos of excellence and mutual respect.



Part of United Learning

Dunottar School is part of United Learning, a large, and growing, group of over 90 schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

The Package

- **Salary:** Appropriate point on the United Learning pay scale
- **Pension:** Contributory pension scheme
- **Remission of fees:** For your children at the school (in line with the usual admissions policy)
- Tailored **Continuous Professional Development**
- **Employee benefits:** Over 250 exclusive employee benefits through Perkbox including free access to online wellness and workout classes, money off your weekly shop, high street purchases and meals out.
- **Dining:** Free school lunch
- **Sports and leisure:** Use of the swimming pool, the Courtyard Gym and tennis courts (at specific times)
- **Wellbeing:** Staff access to confidential advice, staff social events.



Our Location and Facilities

Dunottar School is based in a handsome Palladian-style mansion set in 15 acres of beautiful grounds, just outside Reigate town centre. In addition to the main Mansion House, the school has modern wings housing classrooms, a university-style Sixth Form Centre with rec room and café. The school has a recently opened £4.5m Performing Arts Centre, with music practice rooms and a 500-seat theatre, art and DT studios. Our sport facilities comprise of a 25m indoor swimming pool, a large Sports Hall with 4-lane cricket net system and three floodlit outdoor netball courts. Rugby and football fixtures are played at Old Reigatians RFC, where we have use of extensive and well-maintained rugby and football pitches.



Contact Information

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