



HAMPTON
HIGH

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Premises Assistant

Application pack



Welcome to **HAMPTON HIGH**

I am delighted to introduce myself as Headteacher. I have over 20 years' teaching experience working in schools across London and have been a member of the Leadership Team at Hampton High since 2016. I am enormously proud of being a part of such a vibrant, diverse, and inclusive school community.

Our values of respect, aspiration, collaboration and resilience underpin everything that we do in school. We expect our students to work hard and take personal pride in their learning. We celebrate each other's successes, and we support each other in overcoming obstacles and challenges. I am very proud that within our community we have students who go on to achieve great success across the different fields of academia, sport, and the performing and creative arts.

The quality that made me first want to be part of the Hampton High community was the warmth of the welcome extended by our friendly, caring students, staff, and families, which remains a core attribute.

As part of Bourne Education Trust (BET), Hampton High benefits from being a member of a successful multi-academy trust. BET's strapline 'Transforming schools... changing lives' reflects our shared commitment that all children, regardless of context or background, deserve a great education. Together we are passionate about developing sustainable and ethical environments, promoting social justice and maintaining the highest standards in our behaviours and values. We learn without borders and we are relentless in our efforts to support our pupils through new and innovative ways by embracing new technologies. Digital education is at the forefront of our joint approach and we are resolute in our belief that digital innovation has the ability to enrich and transform – reimagining the future of education in our schools.

For more information on what Hampton High has to offer, please visit our [website](#) or contact the school on 020 8979 3399 to arrange a visit.



Claire Regis
Headteacher



Why choose HAMPTON HIGH and BET?



✓ **GENEROUS WORKPLACE PENSION**
Local Government Pension Scheme (LGPS)



✓ **CONDENSED SCHOOL YEAR**
We offer a condensed school year with a **two week half term** in October.



✓ **CPD & RECOGNITION POLICIES**
Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



✓ **WORK-LIFE BALANCE**
Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



✓ **HEALTH AND WELLBEING SUPPORT**
24/7 online GP, EAP, free online fitness classes, flu vaccinations and **eye tests, cycle to work** scheme & occupational sick pay



✓ **STAFF BENEFITS PLATFORM**
Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



✓ **FREE PARKING**
Free on-site parking is available at Hampton High





Job DESCRIPTION

ROLE INFORMATION

Job title: Premises Assistant

Location: Hampton, Middlesex

Contract: Full Time, Permanent

Hours: 36 hours per week, 52 weeks per year

Salary: £30,285

Responsible to: Premises Manager/School Business Manager and ultimately Headteacher

ROLE PURPOSE

In support of the Premises Manager, School Business Manager and Senior Leadership Team, be responsible for ensuring the safety and security of the school premises. Effectively communicating premises and site management issues, providing effective direction to contractors, whilst supporting the maintenance of the building, machinery, and plant within the directed budget.





MAIN DUTIES AND RESPONSIBILITIES

Health and Safety:

- Maintain a programme of site testing and inspections to ensure statutory compliance under the guidance of the School Business Manager
- Identify issues quickly by carrying out regular inspections of all indoor and outdoor areas, providing written reports/action plans as required
- Support an effective out of hours emergency system in place.
- The Premises Assistant may be required and paid to attend site during out of hours emergencies, including, but not limited to, intruder and fire alarm call outs.

Security:

- Ensure the security of the school, including locking and unlocking
- Ensure that, along with the colleagues responsible for lettings, all arrangements for out of hours access are appropriate
- Be a primary point of contact for security companies and emergency services, including out of hours
- Assist the School Business Manager/Premises Manager in the maintenance of an effective infrastructure for access control, CCTV, intruder and fire systems

Premises Operations and Maintenance:

- Ensure the safety and wellbeing of pupils and staff is a key priority for all premises staff
- Report defects that require specialist repair to the School Business Manager and proactively obtain quotations where required
- Contribute to effective relationships with key contractors
- Manage the site requirements such as the setting up and taking down of specialist equipment, maintaining tidiness and cleanliness both internally and externally and ensuring drains and gullies remain clear of obstruction





MAIN DUTIES AND RESPONSIBILITIES

Premises Operations and Maintenance (Continued) :

- Receive deliveries and move supplies as required
- Manage the schools response to adverse weather conditions such as snow/ice
- Work with other users of the site to manage the maintenance of school grounds
- Participate in school events as required where possible and work flexibly to satisfy the schools needs
- Assist with premises related enquiries from all stakeholders
- Ensure contractors carry out work to the required standards, monitoring their activity and presence on site
- Proactively ensure the school building is ready for the school day
- Actively seek to improve on cost efficiencies in all premises related areas





Person SPECIFICATION

ESSENTIAL REQUIREMENTS:

- An awareness and commitment to the protection and safeguarding of children
- Relevant work experience
- Proven track record of continuous professional development
- Evidence of excellent interpersonal skills, and engagement with a range of stakeholders
- H&S qualification (IOSH or NEBOSH) or willingness to work towards within an agreed timeframe
- Flexibility to work some evenings and weekends as required
- Ability to demonstrate excellent maintenance and DIY skills
- Competent IT skills including Microsoft programmes

DESIRABLE:

- Experience of working within an educational setting
- Full Driving licence
- D1 category licence

PERSONAL QUALITIES:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.



Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **18th January 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

HEALTH AND SAFETY STATEMENT

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



Application PROCESS



APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact careers@bourne.education



| 'Inspire together, aspire together'

"This is an inclusive school where leaders are ambitious for all pupils. The school has a clear vision for school improvement. This is having a positive impact on the school. Pupils feel safe. They know that they can talk to staff about any concerns they may have."

Comments from Ofsted Report
October 2024





HAMPTON HIGH

[Click to visit our website for more information](#)



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Hampton,
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Bourne Education Trust

