



# 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:** (£31,074 to £32,931) FTE  
**Grade** 5  
**Spinal Point:** 11 - 15  
**Hours:** 36 Hours per week: Providing cover across the campuses  
**Contract:** Permanent  
**Start Date:** August 2025 (or sooner)

We are looking to appoint a reliable, proactive, and committed Premises Assistant to support the launch of our new SEND Manor Campus, opening in September 2025.

This is a fantastic opportunity to be part of a growing multi-campus special school. The successful candidate will take pride in their work, maintain high standards, and play a key role in ensuring the safety, cleanliness, and smooth operation of our school environment.

With significant building developments and expansion plans underway, we're seeking someone with a positive, can-do attitude who enjoys being part of a team. The ideal candidate will be well-organised, responsive, and have experience across a range of facilities duties — particularly in health and safety and fire safety management.

This is a hands-on role that offers real variety, purpose, and the chance to make a meaningful difference to our school community.

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

To support the Facilities Manager in ensuring the school's premises are maintained to a high standard, remain safe, secure, clean, and fully operational at all times.

This role involves assisting in the day-to-day running of the buildings and grounds, overseeing site security, managing contractors, and delivering a safe environment for pupils, staff, and visitors.

### **Knowledge & Skills**

- Demonstrable experience working in a facilities management (FM), planned preventative maintenance (PPM), or building services environment.
- Sound knowledge of health and safety legislation and its practical application within a busy, multi-user site.
- Proven ability to manage time effectively, communicate clearly, and adapt to shifting priorities.

- Physically capable of undertaking a wide range of manual duties associated with site operations.
- Strong practical skill set, which may stem from trade experience, previous FM roles, or working in a multi-disciplinary environment serving a diverse customer base.

**Relevant skills and experience may include:**

- Buildings and grounds maintenance.
- Use of IT systems, including FM software, spreadsheets, and databases.
- Safe use of ladders, access platforms, and manual handling techniques.
- Fire safety procedures and security systems.
- Operation of power tools and equipment.
- Routine boiler maintenance and basic locksmith tasks.
- Cleaning and upkeep of various floor surfaces.
- Use of specialist tools or trade-specific knowledge
- Understanding of COSHH and electrical safety

**Additional competencies:**

- Awareness of safeguarding procedures and maintaining professional boundaries in a school setting.
- Understanding of statutory compliance areas such as fire safety, legionella, PAT testing, and emergency lighting.
- Experience working in a school or SEND environment, or a willingness to adapt and engage with the needs of vulnerable pupils.
- Ability to work independently and take initiative, particularly when addressing urgent maintenance or safety concerns.
- Strong attention to detail in inspections, compliance checks, and record-keeping.
- Flexibility with working hours, early starts, evenings, weekends, or split shifts to support school operations and lettings.

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 10.00 am on Thursday 19 June 2025. Interviews will take place week commencing 23 June 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 a foundation special school funded by Sutton Local Authority and is a proud member of the Sutton Educational Trust — a partnership built on collaboration, shared best practice, and mutual support.

Our provision spans two campuses: Sherwood Park Campus in Wallington, which supports pupils with profound and multiple learning difficulties (PMLD) and severe learning difficulties (SLD); and Sherwood Hill Campus in Carshalton, which caters for pupils with autism, SLD, and complex social, emotional or behavioral needs. Both campuses are of a standard special school size and are located approximately three miles apart.

The school has grown significantly in recent years and continues to expand. Sutton Local Authority has committed substantial capital investment to extend and modernise our facilities, enabling us to meet the needs of a growing and diverse pupil population. As a single school community with a shared ethos and a united leadership team, Sherwood Park School is committed to delivering high-quality education in a nurturing and inclusive environment. We are now looking to appoint a Premises Assistant to support our expanding site operations across both campuses.

This is an exciting opportunity to join a warm, dedicated, and forward-thinking team. We're seeking someone who shares our vision and values, and who wants to make a meaningful difference to the lives of our children and the wider school community.

## **Section 3 – Job Description**

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

### **MAIN PURPOSE OF JOB**

To support the Facilities Manager in ensuring the school's premises are maintained to a high standard, remain safe, secure, clean, and fully operational at all times.

This role involves assisting in the day-to-day running of the buildings and grounds, overseeing site security, managing contractors, and delivering a safe environment for pupils, staff, and visitors.

### **KEY TASKS:**

- Assist with maintaining and securing the school premises, furniture and fittings to a high standard, including carrying out reactive repairs as directed by the Facilities Manager.
- Support the implementation of the preventative maintenance programme under the guidance of the Facilities Manager.
- Promote and contribute to a school environment that supports equality, inclusion, and access to learning.
- Report site or building issues promptly to the Facilities Manager or Senior Leadership Team, highlighting any concerns affecting health, safety, or operations.
- Provide support for school events and community use of the site, including set-up and clear-down of rooms or resources.
- Carry out portering duties including moving furniture, deliveries and equipment safely and efficiently.
- Work alongside contractors and external service providers on-site, ensuring their activities are reported to and coordinated by the Facilities Manager.
- Support the upkeep of asset registers by reporting changes and updates to the Facilities Manager.
- Perform general maintenance duties within your skillset, reporting larger or specialist works to the Facilities Manager.
- Conduct routine site inspections and take action (e.g., tidying, minor repairs) to ensure a clean, safe, and functional environment.

- Support statutory and non-statutory testing (e.g., emergency lighting, fire alarms) by completing routine checks and reporting results or issues.
- Assist with fire drills, alarm testing, and ensure equipment is functioning correctly. Maintain awareness of fire risk measures.
- Monitor building management systems (where trained) and report anomalies or meter readings to the Facilities Manager.
- Conduct playground inspections and notify the Facilities Manager and Headteacher of any safety concerns.
- Ensure cleaning standards are maintained, reporting issues to cleaning contractors and supporting with cleaning if required.
- Assist in stock control by monitoring and reporting low supplies of materials and equipment.
- Ensure deliveries are signed for and stored appropriately.
- Act as a site keyholder, supporting routine and emergency opening/closing and activation of the alarm system.
- Respond to emergency call-outs in line with rota duty arrangements and support external keyholders where necessary.
- Support the Facilities Manager in maintaining a safe working environment, ensuring risk assessments are followed on site.
- Monitor visitor access during and outside of school hours, ensuring all safeguarding procedures are followed.
- Provide on-site support during lettings or community use, including supervision, cleaning, and securing the site afterwards.
- Liaise courteously with all site users to ensure their needs are met professionally and safely.
- Ensure all necessary documentation relating to lettings is passed to the Facilities Manager (e.g., insurance, risk assessments).
- Report site-based financial/resource needs to the Facilities Manager and use site IT systems for logging tasks where required.
- Support contractor activity on-site and report progress, concerns, or quality issues to the Facilities Manager.

#### **Vehicles:**

- Carry out weekly checks and basic maintenance of the school minibus in line with agreed procedures.
- Support the Facilities Manager in coordinating servicing, MOTs, and safety inspections of school vehicles

#### **Support to Colleagues:**

- Promote safe working practices and be a positive role model to others in the team.
- Work cooperatively with colleagues and contribute to a positive team environment.
- Support new or temporary staff with basic procedures and ensure safe working.

### **Self-Development:**

- Attend team meetings and required training.
- Take responsibility for developing personal skills and knowledge.

### **Legislative and Procedural Compliance:**

- Maintain confidentiality and adhere to school policies, including safeguarding and health and safety.
- Support the preparation and implementation of site policies and procedures under the guidance of the Facilities Manager.
- Follow agreed procurement processes and support accurate record-keeping.

### **Health & Safety:**

- Assist in identifying risks and implementing safety controls in consultation with the Facilities Manager.
- Participate in Health & Safety audits and inspections.
- Undertake appliance testing (if trained) and help maintain up-to-date test records.
- Assist in maintaining schedules, plans, and safety data for the site.
- Present key safety updates to the Facilities Manager for reporting.
- Act as a fire marshal and support emergency evacuation procedures.
- Be vigilant and report any safeguarding concerns in line with school procedures.

### **Facilities Management:**

- Carry out site checks, cleaning and security duties according to schedule and standards.
- Follow school policies relating to health, safety and compliance.
- Liaise with cleaners and external contractors to ensure site readiness.
- Report issues or delays in works to the Facilities Manager.

### **Lettings /Events and Future Development:**

- Assist in preparing the site for lettings and events.
- Support external and internal events by setting up and securing buildings.
- Work flexibly to support future school development under direction of senior staff

### **Routine Tasks:**

- Maintain a clean and presentable site, removing litter or graffiti as necessary.
- Respond to maintenance requests and carry out repairs within your competence.
- Log and report incidents of damage, wear or vandalism.
- Carry out emergency cleaning tasks when needed.
- Set up spaces for specific school use.
- Liaise with external services (security, cleaners, etc.) as the first point of contact.
- Respond to emergency call-outs and work flexibly as part of a rota.
- Carry out manual handling tasks safely and efficiently.

### **Sustainability & Site Awareness:**

- Promote environmentally friendly working practices, reporting waste or inefficiencies where observed.
- Support school-wide efforts to reduce energy usage and support recycling and sustainability goals.
- Remain alert to potential security or safeguarding concerns and respond in line with school guidance.

### **Training:**

- Undertake relevant training and maintain up-to-date qualifications.

### **Contacts and Relationships:**

- Communicate clearly and professionally with contractors, suppliers, colleagues, parents, and emergency services as needed.
- Support smooth access for site projects, balancing work and school operations.
- Demonstrate a helpful and approachable attitude to staff, pupils, and visitors.

### **Equality and Diversity:**

- Treat all individuals with dignity and respect, and uphold the school's commitment to equality and inclusion across the school community.

### **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>	
Good general education, grade 'C' at GCSE (or equivalent) in English & Math's			✓
Recognised training/qualifications/experience associated with premises management			✓
Health and Safety qualification			✓
<b>Achievements and Experience</b>			
<b>Essential Criteria</b>		<b>Desirable Criteria</b>	
Demonstrable experience in a similar role, maintaining and servicing a site to ensure safety, cleanliness and functionality.	✓		
Able to carry out a wide range of practical tasks decorating.	✓		
Comfortable accepting responsibility and carrying out duties efficiently with minimal supervision.	✓		
Experience working collaboratively as part of a facilities or premises team.	✓		
Proven knowledge of and adherence to Health & Safety regulations in daily practice.			✓
Experience of recording and reporting site information clearly and concisely.	✓		
A positive, can-do attitude with the ability to remain calm and proactive when responding to site issues.	✓		
An understanding of or interest in working in a school with children with special educational needs and disabilities.			✓

A valid driving license and willingness to undertake minibus driver training (MIDAS or equivalent).	✓		
Experience working in a school or educational setting.	✓		
Experience using facilities management (FM) software or digital compliance tools (e.g., for logging checks or asset management).			✓
Demonstrates a practical understanding of and commitment to equality, diversity, and inclusion in the workplace.			✓
Flexibility to support early starts, late finishes, or weekend working to meet school needs.	✓		
Experience of working in a multi-site environment or across split campuses.			✓
First Aid trained or willingness to undertake First Aid training.			
Experience supporting school lettings, events, or working with community groups.			✓

## **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.

**In addition to the application form, please include a concise supporting statement that addresses the Person Specification.** This should clearly demonstrate how your experience, skills, and knowledge meet the essential and desirable criteria for the role.

If you would like an informal discussion about the position, please contact the Facilities Manager, Tamer Halil, via email at: **thail1@suttonmail.org**

### **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.

### **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.

**Sherwood Park Campus**  
Streeters Lane,  
Wallington,  
SM6 7NP  
Tel: 0208 773 9930

**Sherwood Hill Campus**  
Stanley Park Road,  
Carshalton,  
SM5 3HW  
Tel: 0208 669 7832

