



BLACKHEATH
PREP

Premises Assistant Information for Candidates



Part of the Eltham College
Family of Schools



Contents

1. Introduction
2. Our Mission and Values
3. The Role and Person Specification
4. Key Duties
5. Terms of Appointment and How to Apply

‘It is an environment in which children thrive in a whirlwind of opportunity and excellence’

Blackheath Prep Parent



Introduction

Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts and a Forest School area. In April 2023 we were delighted to announce our merger with Eltham College to form a new family of schools.

Blackheath Prep is a remarkable school with outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art.

Children go on to a range of independent and maintained secondary schools, with a large proportion (at least 50% of the cohort over the last five years) being awarded academic scholarships at schools such as Eltham College Senior School, Alleyn's, Colfe's, Dulwich College, James Allen's Girls' School, Sevenoaks School and City of London Schools and/or places at top Grammar schools such as Newstead Wood and St Olave's. A large number of children are also awarded scholarships in Art, Drama, Music and Sport.

Blackheath Prep was inspected by the Independent Schools Inspectorate (ISI) in January 2024 and received outstanding feedback about every aspect of the school. You can read the full report [here](#). *"They rightly recognised the richness and diversity of the curriculum, the culture of kindness and respect, the robust and effective leadership of the school, and the high academic standards achieved by pupils."* Guy Sanderson, Headmaster and CEO, Eltham College Family of Schools.

Our [website](#) will also provide you with a flavour of all that we offer at Blackheath Prep, from our rich and broad curriculum and excellent pastoral care, to the superb facilities and beautiful grounds.

Our Vision

To offer an education without boundaries, giving every child the freedom to shine and achieve their full potential, upholding academic excellence, sparking curiosity and a joyful love of learning, nurturing kindness and wellbeing, and creating a strong sense of community.





Our Mission

We are committed to giving every child the opportunity to achieve their full potential and the courage to strive for excellence in all their endeavours. Through innovative and inspiring teaching and a rich and varied curriculum, we aim to spark children's natural curiosity and sense of fun and adventure and to nurture a joyful love of learning.

Community is at the very heart of our school, and kindness, appreciation, collaboration and contribution are values that we work hard to put into practice each day. We encourage every child to make the most of their time here so when they complete their journey with us they are ready for the next stage of their education and have the foundation for a successful, happy and fulfilled life.

Our Values



The Role

We are seeking to appoint a Premises Assistant to join our dedicated Facilities team at Blackheath Prep. The team are responsible for ensuring the school site is safe, inviting and well maintained.

Key Duties

The Facilities team provide essential support in the efficient day to day running of the school throughout the year. The range of activities undertaken is wide and varied, ranging from site security, maintenance of our buildings and event set up.

The Premises Assistant is accountable to the Facilities Manager and the Head of Facilities.

Principal Duties

- Support all members of the Facilities team and staff at Blackheath Prep.
- Carry out minor maintenance repairs in accordance with the post holders' skills and qualifications.
- Conduct daily and weekly Health and Safety audit checks of the school site.
- Keep site clean, tidy and free from litter and rubbish.
- Carry out cleaning duties if required.
- Daily gate duties.
- School event set ups.
- Contractor supervision and support.
- Site security.
- Assist in evacuations and lockdown scenarios.
- Oversee pond care.
- Furniture builds and removals.
- Attend training as required.
- Assist with external hires and events.

Other miscellaneous responsibilities include:

- Clearing snow and ice and spreading salt/grit during periods of inclement weather across the school site.
- Assist with scenery creation for productions.
- Any other reasonable request.

Pastoral Care, Safeguarding and Well-being

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.



Wider Expectations

- Uphold and follow the Staff Code of Conduct.
- Always operate within all stated policies and practices of the school and annually review policy and procedure updates.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Maintain positive working relationships with pupils, colleagues, parents and other members of the school community.
- Attend training, staff meetings and assemblies as required.
- Cover major events such as Open mornings and the summer fair as well as other events such as the Carol Service, evening concerts and performances, and provide support as requested.

Undertake such other tasks as may reasonably be assigned by the Head from time to time.

It is understood that areas of responsibility are from time to time subject to review and we retain the right to alter it in line with annual needs.

Person Specification

- Excellent team working ethic with the ability to use initiative and work on own when required.
- Excellent interpersonal and communication skills, and the ability to interact with people at all levels, particularly young people of all ages.
- Confidence and assertiveness combined with the ability to exercise tact and diplomacy when dealing with difficult situations.
- Excellent timekeeping skills with a clear ability to prioritise work, solve problems and seek help when needed.
- Excellent attention to detail and high standards.
- Tact, humour and assurance.
- The ability to cover overtime as requested

Terms of Appointment

- The post is available ASAP on a permanent, full-time basis (40 hours per week over 5 days) with shift patterns of earlies, lates and weekend work.
 - Salary is offered at £27,352 per annum, with the occasional opportunity for overtime.
 - Benefits include school fee remission (subject to the child meeting the entrance requirements of the school), life assurance and pension scheme
 - Wellbeing benefits including free annual eye test, annual flu vaccination and access to our Employee Support helpline
 - Travel benefits include Season Ticket Loan, Bike2Work scheme and electric car salary sacrifice scheme
- Free staff lunch and tea/coffee is provided during term time



- Parking is extremely limited on site and is managed through a pre allocated booking system. This currently has a waiting list.

How to Apply

Please send by email a completed application form and equal opportunities form, together with a statement highlighting how you meet the job description to, HR and Recruitment Assistant:
hr@eltham-college.org.uk

Closing date for receipt of applications is 9am on Monday 21st July 2025.

Successful candidates will be invited to an interview on Tuesday 29th July 2025

Please note that the recruitment campaign might end earlier as the applications will be reviewed on a rolling basis so please do not delay in applying

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an enhanced DBS check and all other safer recruitment checks, including checks on social media.