



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Premises Officer

St Ralph Sherwin Catholic Multi Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to: Regional Estates Manager

Grade/Salary: Band 3 SCP 6 - 9

Contract Type: Part time, Permanent

Hours: 20 hours per week, 52 weeks per year. *Due to the nature of the role certain tasks may need to be undertaken out of hours and at weekends a certain level of flexibility is required.*

Location: The postholder will be part of a regional team responsible for supporting a group of schools, typically including one secondary and several primary academies within a defined local area. While primarily working within this regional cluster, there may be occasional requirements to support other schools across the Trust. This collaborative and varied working model supports flexibility, shared expertise, and consistent site standards, while allowing team members to build strong working relationships across their local school community.

Main purpose

The Premises Officer is responsible for supporting the day-to-day upkeep, safety, and functionality of the school estate. This includes assisting with routine maintenance, supporting a safe and secure environment, and carrying out general site-based duties. The role ensures that the school site remains clean, operational, and welcoming, contributing to the smooth running of the school day.

Duties and responsibilities

Operational Estate Management

- Support the general upkeep and readiness of the site and buildings.
- Assist with maintenance and caretaking duties appropriate to the role.
- Help ensure school buildings and grounds are safe, tidy, and fit for use.



- Contribute to site security, including opening and securing the premises as required.

Health, Safety and Compliance

- Work in line with Trust and school health and safety procedures.
- Support safe working practices and report concerns appropriately.
- Participate in required training and help promote a safe environment.
- Respond to practical needs in emergency or unexpected situations under guidance.
- Assist in maintaining clear and safe areas around the site.

Contractor and Resource Support

- Assist with practical site arrangements such as deliveries and access for visitors or contractors.
- Assist with documentation, procurement procedures, and site-based resource checks.

Record Keeping and Administration

- Maintain basic records and site checklists where required.
- Share information with line managers in line with Trust processes.
- Utilise Trust and school systems, both electronic and paper based to ensure accurate records and data.

Strategic Estate Support

- Contribute to the implementation of the Trust's estate-related activities and improvement plans.
- Work in line with Trust policies, reporting procedures, and escalation processes.
- Support with planning for incidents and business continuity in coordination with senior staff.

Wider Responsibilities

- Be aware of and comply with the school's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the line manager
- Comply and assist with the development of policies and procedures as required.



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- Develop effective professional relationships with colleagues.
- Be aware of and support differences and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Cover for other colleagues at the direction of the Head of Estates and Facilities / Regional Estates Manager.
- Undertake additional duties as reasonably requested by senior staff / line manager.

The Premises Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Person Specification

Premises Officer

Key: I = Interview A = Application Form

| | | Essential | Desirable | How evidenced? |
|------------------------------------|---|-----------|-----------|----------------|
| Qualifications and Training | Educated to a minimum of GCSE grade C in English and Maths | ✓ | | A |
| | Willingness to participate in relevant statutory and job-specific training | ✓ | | A&I |
| Experience | Experience of practical maintenance, caretaking, or facilities support | ✓ | | A&I |
| | Experience working in a school or similar environment | ✓ | | A&I |
| | Experience of working as a key member of a solutions focused team | ✓ | | A&I |
| Skills and Knowledge | Basic understanding of building safety and maintenance procedures | ✓ | | A&I |
| | Ability to carry out manual tasks and use basic tools and equipment safely | ✓ | | A&I |
| | Understanding of the importance of safeguarding and safe working practices | ✓ | | A&I |
| | Awareness of site security and keyholder responsibilities | ✓ | | A&I |
| | Ability to follow written and verbal instructions accurately | ✓ | | A&I |
| | Basic IT skills and experience with estates systems/databases | ✓ | | A&I |
| Personal Qualities | Reliable and punctual with a positive attitude | ✓ | | A&I |
| | Approachable, respectful, and supportive in working with colleagues, staff and pupils | ✓ | | A&I |



| | | | | |
|--------------|--|---|--|-----|
| | Willingness to learn and work flexibly within the team | ✓ | | A&I |
| | Commitment to maintaining high standards of site safety and cleanliness | ✓ | | A&I |
| | Supports equality, diversity, inclusion, and the Trust's Catholic values and ethos | ✓ | | A&I |
| | Commitment to safeguarding and promoting the welfare of children and young people | ✓ | | A&I |
| Other | Full UK driving licence and access to a vehicle | ✓ | | A&I |

Notes:

This job description may be amended at any time in consultation with the postholder.

Line manager's signature:

Date:

Postholder's signature:

Date:
