



All Saints' Academy
Cheltenham

Premises Assistant Application Pack

*Where every member of our extended family realises their God-given potential,
inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness.'*





All Saints'
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Cheltenham

Principal's Welcome

Dear Applicant,

Thank you for considering All Saints' Academy in Cheltenham as the next step in your career.

Our Academy is shaped by Christian values, expressed through the *All Saints' Way*, which guides how we work and relate to one another:

- We put other people's needs first
- We listen to understand, aspiring to excellence
- We take responsibility and include everyone

These values underpin our vision to form students in **character, knowledge, and wisdom**, preparing them to lead and serve others beyond their time with us. We are inspired by Jesus' words in Matthew 5:14: "*You are the light of the world.*"

We are proud of our diverse student population and the strong outcomes our students achieve. This is made possible through our deep investment in high-quality teaching and our close partnerships with families and local organisations. Every student is known, supported, and encouraged to thrive.

If you share our commitment to excellence in a caring, faith-led environment, we warmly invite you to apply. For further information, please contact our HR team at HR@asachelt.org.

We look forward to welcoming you to our Academy community.

Warm regards,

Benjamin Williams
Principal
All Saints' Academy





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Cheltenham

Premises Assistant

Premises Assistant

Start date: As soon as possible

Salary: Grade 4 (Points 7-10) £26,403 - £27,694 Pro-rata range £14,271 – £14,969

Hours of Work: 20 hours per week – All Year Round

Contract: Permanent

Closing date: 9.00 am Monday 11 May 2026

We are looking to appoint a Premises Assistant, working on a part-time basis. The ideal candidate will be a highly motivated team player, with skills and experience in property management but this is not essential.

The shifts required are 13.00 pm – 17.00 pm, Monday to Friday.

Sponsored by the Anglican Diocese of Gloucester, we are an Academy serving at the heart of our local community. All Saints' Academy has a Life Vision, 'Where every member of our extended family realises their God-given potential, inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness'.

We are an inclusive Church Academy that welcomes applications from all denominations and those of none.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subject to an online search in line with Keeping Children Safe in Education 2025 recommendations. Successful applicants will be subject to an enhanced DBS clearance.

This post is exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020). For further details, please visit our Recruitment of ex-Offenders information found on our website.



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To apply for this role, please complete an online application form through My New Term; a link can be found on the Academy website www.asachelt.org. If you have any questions regarding this role or wish to visit the Academy, please contact the HR Department at hr@asachelt.org

All Saints' Academy is committed to ensuring that all applicants and employees are given equal opportunities and that no applicants or employees are discriminated against on the basis of gender, gender reassignment, race, disability, pregnancy or maternity, sexual orientation, marital or civil partnership status, age or religion and belief.



Staff Benefits

What we offer:

Purpose

- We believe that our whole community should live “Life in all its fullness” including our staff, reflected in our culture and leadership decisions.
- Our staff make a real difference to a community with high levels of deprivation.
- Our Chaplaincy serves the whole Academy community - students and staff ensure our ethos is lived out each day.
- A cohesive staff team who build strong relationships with students and each other.
- Compassionate leadership that is considerate of workload and well-being.
- Drama and Sport in particular form a huge part of extra-curricular offer. There are high staff and student engagement levels in life beyond the classroom.

Development

- New staff are given a tailored induction programme and mentor.
- We invest in our staff through continued professional development. Our teachers are given time to regularly engage with ‘Walkthrus’ through drop-ins and coaching.
- Staff and students benefit from well-established partnerships with independent and state schools in Cheltenham.

Extras

- Excellent facilities, featuring a modern, spacious building and advanced IT resources
- Access to our on-site gym
- Close to the M5
- Employee Assistance Scheme
- Free onsite parking including electric charging points
- Entry to Local Government or Teachers Pension scheme
- Cycle to work or Electric Car Scheme
- Newly refurbished staff room and hot desking area
- Eligible for Blue light Card and Discounts For Teachers
- Discount on Just Camps holiday clubs held in the Academy during school holidays
- Discount at Energie Fitness
- Access to Smart Clinic for staff wellbeing and support services
- Free eye tests for VDU users



Job Description

Job Title: Premises Assistant

Salary: Grade 4 (Points 7-10)

Reporting to: Site Manager and Leader of Estates, Facilities and Operations

Job Purpose

- Assisting the Site Manager with the day-to-day maintenance of the building, site and equipment, tools and machinery used for this purpose.
- Assisting the Site Manager in consulting with contractors regarding the completion of both planned and reactive maintenance.

Main Duties and Responsibilities

Building Maintenance

- Performing maintenance duties to ensure that the general upkeep and maintenance of the building and grounds is satisfactory.
- Carry out maintenance and repairs to the building, furniture and equipment within the scope of a competent handy person.
- Assisting the Site Manager with routine inspections of the building (including fixtures & fittings, furniture) and grounds.
- Recommending site and/or building improvements in conjunction with the Site Manager.
- Emergency cleaning in the absence of cleaning staff, for example, spillages of food and drink, pupils being sick, water spillage due to a blocked toilet.
- Unblocking/unclogging of sewage pipes and manholes.
- General maintenance and minor repair work, including doors, windows, toilet seats and flushes, furniture, tap washers, and painting of doors and walls (This list is not exhaustive, but an example).

Grounds Maintenance

- Snow clearing and gritting of all essential paths as required for the site to remain open and safe. Ensuring that rock salt is used in appropriate areas during adverse weather conditions, and that appropriate stocks are maintained.
- Ensure grass cutting, mowing and grounds are kept at an appropriate standard.
- Ensure that all hard playing areas are free from hazards and that all drains and gullies are free-flowing and clean. Reporting any blockages to the Site Manager.
- Ad hoc general grounds maintenance when required to ensure the safety of pupils and staff on site.



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Porterage, Meetings and School Functions

- Evening duties include walking around the premises, checking that windows are closed, lights switched off, and internal doors locked as required. Locking of external doors and gates.
- Ensure that all furniture arrangements and accommodation requests are in place on time, for examinations, events, and lettings, including the erection and dismantling of staging for performing arts productions.
- Take delivery of materials and equipment, ensuring correct distribution and storage within the academy.
- Collecting and disposing of all rubbish in appropriate containers.
- Delivery of post & parcels to appropriate departments.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Work and operate all equipment, tools and machinery within Health and Safety and other legal regulations, including risk assessments.
- Report to the Site Manager any repairs or maintenance work which is beyond the competence and responsibility of the site staff.
- Report to the Site Manager any contravention of Health and Safety regulations by contractors working on the site that could be detrimental to any persons on site.
- To keep up to date with any relevant qualifications needed.



Job Description

Security

- Always maintain the security and safety of the premises and its contents, open and close at appointed times, conduct security procedures, operate intruder alarms, and secure premises following illegal entry and/or vandalism.
- Request unauthorised users of the site to leave, calling for the attendance of the Police if necessary (in accordance with agreed guidelines).
- On occasions, respond to emergency callouts due to alarm activations or intruders on site.
- (Un)setting of the academy alarm system.

Cleaning

- Cleaning duties as appropriate to ensure the effective cleaning of the site, working alongside the cleaning contractors employed by the academy.
- Liaise with the cleaning contractors on any issues that may arise.
- Ensure that the premises and furnishings are cleaned in accordance with the academy's standards and methods.

This Job Description lists the major duties and responsibilities of the job and is not all-inclusive. Under the direction of the Director of Finance and Operations and the Leader of Estates, Facilities and Operations, the post holder may be expected to perform duties other than those contained in this document and may be required to have specific job-related knowledge and skills.



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of basic numeracy and literacy skills. • Good understanding and ability to use IT applications as part of the role. 	<ul style="list-style-type: none"> • Health and Safety training such as CLEAPSS and COSHH • Safeguarding Training • NVQ in a trade or equivalent • Any relevant qualifications linked to H&S and to aspects of building & site maintenance. • First Aid Qualification or willing to work towards. • Driving License • Midas minibus qualification or willing to work towards.
Skills	<ul style="list-style-type: none"> • Show initiative and approach challenges with a positive attitude • Organised and able to prioritise own workload • Excellent time keeping • Handy person or DIY experience • Understanding of the issues around water hygiene, fire warden/safety etc. • The ability to understand and apply regulations such as health & safety, manual handling, Working at Heights, COSSH, Legionella etc. 	<ul style="list-style-type: none"> • Experience of working with young people • Knowledge of Health & Safety Practice in schools • Caretaking or site keeper experience in a school or similar environment. • Previous experience working in a relevant industry. • Knowledge of building security systems
General	<ul style="list-style-type: none"> • Ability to work in accordance with the school's health and safety policies and the code of safe working practice for caretaking premises staff. • DIY skills – Ability to carry out minor repairs to include plumbing & woodwork. • Good communication skills, written & verbal, and ability to liaise with staff at all levels. • Ability to create & maintain positive working relationships with staff and contractors. • Ability to work to deadlines & to work on own initiative. • Ability to lift and carry heavy items. • Ability to respond calmly to emergencies. 	<ul style="list-style-type: none"> • Ability to be part of a team • Willingness to be an Academy First Aider for staff and students



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For more information about us please visit
our website and social media channels.

www.asachelt.org



@asachelt