



THE  
**PEOPLE'S**  
LEARNING TRUST

# Premises Manager

RECRUITMENT PACK

## WELCOME

At The People's Learning Trust, we are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe in fostering leadership and autonomy to prepare our learners for the future.

Our commitment to inclusivity, collaboration, and excellence ensures that all children receive the support they need to thrive academically and personally.



### **How we will help children achieve:**

We aim to ensure the highest standard of teaching across our Trust. Our strategies include:

- increasing the number of academies rated outstanding by Ofsted;
- providing robust support and challenge to schools for rapid improvement;
- diminishing attainment gaps between student groups to achieve whole school success.

Our trauma-informed, attachment-aware approach supports all students, including those in referral units who may have felt isolated in the past. We develop curricula that go beyond content, focusing on foundational literacies, character qualities, and competencies.

### **Our commitment to excellence:**

The People's Learning Trust ethos is "That will do, won't do. For us, it is the best or nothing," aligning with the motto of Everton Football Club, "Nil Satis Nisi Optimum".

Our dedication to safeguarding, inclusivity, and the highest expectations drives our determination to cultivate success for our young people.



### **Join us:**

We believe in strong community and citizenship values. Our staff benefit from strategic support while each academy retains its unique identity. By joining TPLT, you will be part of a collaborative network committed to educational excellence and community impact. Our links with Everton Football Club and Everton in the Community highlight our dedication to holistic student development. We offer a dynamic environment where professional growth, support, and shared expertise drive success.

If you share our passion for creating positive educational outcomes and making a difference, we invite you to join us and contribute to our mission of excellence and inclusivity.

### **Our Mission:**

We are committed to creating a compassionate, collaborative, and innovative environment where inclusivity, trust, positive relationships, and a love of learning empower individuals to excel and contribute positively to our global community.

### **Our Values:**

- **Inclusivity:** Emphasises equality, inclusion, and nurturing, ensuring everyone is valued and supported.
- **Collaboration:** Promotes teamwork, mutual support, and positive relationships, fostering a cooperative environment.
- **Respect:** Essential for communication and trust, ensuring everyone is treated with dignity and consideration.
- **Trust:** Foundational for building strong, positive relationships and effective collaboration.
- **Community:** Encompasses the sense of belonging, a caring environment and relationships, fostering a supportive and inclusive atmosphere.

### **Our Goals:**

We are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe that fostering leadership and autonomy is the best way to prepare our learners for the future.



## ABOUT THE PEOPLE'S LEARNING TRUST

The newly formed People's Learning Trust is proud to be part of the Everton family. Our approach to education and the learner experience embodies the philosophy of Everton Football Club, which has been a tremendous source of support and inspiration.

From the outset, we collaborated with our Founder Schools and all stakeholders to establish the core values that underpin our Trust. We are committed to an inclusive approach that recognises and supports the needs of our staff. While our academies retain their unique identities, they also benefit from the strategic guidance of the Trust. A strong sense of community is fundamental across all our academies, with a focus on citizenship that extends beyond local and national borders, encouraging our learners to embrace their roles as global citizens.

Our reach extends throughout the Liverpool City Region and beyond, offering access to a wide range of academies across various sectors. We believe that people are stronger together, thriving when they embrace diversity and use differences to foster positive change.

The Trust's role is to unite people, promote positive communication, enhance understanding and tolerance, build trust, and improve lives.

At The People's Learning Trust, we value our people and strive to ensure that everyone within the Everton Family feels recognised, valued, and happy in their roles. Equality and diversity are central to our ethos. We believe in equal opportunities for all, ensuring that no one is discriminated against in any area of diversity.

Our Trust is committed to recruiting the best leaders, teachers, and support staff because we know that our talent is our greatest asset. We select teachers who can motivate, inspire, and support our students, understanding that our success depends on the performance of our people. We treat all staff equally, with a strong focus on the continuous development of their skills and knowledge. Best practice is shared across the Trust, the Liverpool City Region, and beyond.

Our culture of shared learning and development nurtures creativity, making our Trust a place where everyone can grow and succeed. Our environment is where educators aspire to work and where the school leaders of tomorrow emerge.





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## THE ROLE SUMMARY

At Waterside Academy, part of The People's Learning Trust we are passionate about all pupil's education and determined to make a real difference to the lives of these pupils. Our school aims to engender a sense of community and belonging, and to offer new opportunities to learners who may have experienced previous difficulties by responding to learners in ways which take account of their varied life experiences and needs.

The Premises Manager is responsible for the general safety, maintenance and upkeep of the school premises and grounds, and for providing a safe, secure, clean, and warm environment for all children, staff and visitors.

**Salary:** NJC Scale (Point 12-19) £28,598 - £32,061

**Contract:** Full-time, permanent, either split shift across the day or all hours worked together.

**Location:** Dale Acre Drive

**Accountable to:** School Business Manager and Headteacher

**Start date:** As soon as possible



# PREMISES MANAGER JOB DESCRIPTION

## Security and Safety

- Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.
- Managing all building projects and maintenance work undertaken on school premises, including both planned maintenance and reactive repairs.
- Respond to and accurately record all call outs, liaising with the security force and police as appropriate.
- Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills as required.
- Ensure the safe storage of materials covered by the COSHH regulations.
- Ensure stringent health and safety provision and adherence to the Code of Safe Working Practice (COSWP) for all staff.
- Responsibility for the completion of risk assessment of security risks to the designated multi-school premises (grounds, premises and contents) including vandalism/arson.

## Energy Management

- Manage the prevention of waste and reduce energy consumption throughout the multi-site premises.
- Ensure lights and other equipment are switched off as appropriate.

## Maintenance

- Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.
- Manage a preventative planned maintenance programme including routine inspections of designated buildings, fixtures, fittings, furniture premise and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.
- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
- Monitor the cleanliness of the school premises, liaising with the cleaning team where appropriate.



- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated multi-school premises.

### Support for the School/Organisation

- Enable access to the sites for staff and contractors when required.
- Manage health and safety risk assessments in compliance with Health & Safety regulations.
- Complete all necessary administration submitting information as required to Senior Management Team to aid decision-making.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the organisation's ethos, aims and development / improvement plan.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities as required.
- Ensure effective team communication, representing the team and contribution to the school development through liaison with SLT.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative and flexible in line with business needs of the Trust.

The post holder is required to undertake such duties as may be reasonably expected within the scope and grading for the post.



## PERSON SPECIFICATION

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

**Essential:** Requirements without which the job could not be done

**Desirable:** Requirements that would enable the candidate to perform the job well

**Evidence:** A – Application form, I – Interview, R – Reference

Qualifications & Professional Development	Essential	Desirable	Evidence
GCSE Maths & English Grade 4 (C) or above	✓		A
Relevant qualifications or training in First Aid and/or Health and Safety		✓	A
Training and sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work		✓	A/I
Eligibility to work in the UK	✓		A/I
Knowledge and Experience	Essential	Desirable	Evidence
Demonstrate experience of senior caretaking/site-keeping school (site) or similar environment	✓		A/I
Experience in overseeing and managing facilities, including maintenance, repairs, and security	✓		A/I
Knowledge of health and safety procedures and precautions	✓		A/I
Awareness of COSHH regulations		✓	A/I
Awareness of health and hygiene procedures		✓	A/I
Knowledge of the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff		✓	A/I

Experience of working with children in an educational setting		✓	A/I
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Good organisational skills, ability to prioritise tasks, plan effectively, and manage workload efficiently.	✓		A / I / R
Ability to identify and address issues promptly, demonstrating proactive and initiative-taking.	✓		A / I / R
Ability to work independently and as part of a team, effectively communicate with staff and other stakeholders.	✓		A / I / R
Self-motivated and able to work independently.	✓		A / I / R
Is able to use and understands Every Compliance Management Information System (MIS). Have the ability to search for and extract online information.		✓	A / I / R
Prioritises the safety and well-being of occupants of the building.	✓		A / I / R
Good organisational skills, ability to prioritise tasks, plan effectively, and manage workload efficiently.	✓		A / I / R
Ability to identify and address issues promptly, demonstrating proactive and initiative-taking.	✓		A / I / R

## HOW TO APPLY

The People's Learning Trust values equality and diversity and is committed to safeguarding and promoting the welfare of children and young people. As such, we expect all staff and volunteers to share this commitment.

Applicants will be subject to safer recruitment practices, including satisfactory references and an enhanced DBS check.

For more information about the role, or for an informal chat, please reach out to Elaine Oliver, School Business Manager, [finance@watersideacademy.co.uk](mailto:finance@watersideacademy.co.uk)

### SUBMITTING YOUR APPLICATION

Applicants should submit an application form and covering letter of application which fully addresses the competencies outlined in the job description and person specification.

Completed applications should be sent to Elaine Oliver, School Business Manager at [finance@watersideacademy.co.uk](mailto:finance@watersideacademy.co.uk)

Closing date for applications is Friday 5<sup>th</sup> June 2026 at 5pm.

#### **Interviews:**

Week beginning Monday 8th June 2026

### DATA PROTECTION

Protecting your personal data is of the utmost important to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide with us will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR).

You do have the right to object to us processing your data in this way.

If you believe you have the relevant qualifications, skills, knowledge and personal attributes, then we would welcome an application.





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