



Vyners School

Premises Assistant

September 2026

May 2026



Dear Applicant

Thank you for your interest in the post of premises assistant at Vyners School, an exciting, dynamic and fulfilling place to work. The school is seeking to appoint an individual with energy, enthusiasm and character to work within an exciting department and enhance the learning environment for both students and staff.

This recruitment pack, which includes a job description and person specification, will give you an idea of the vacancy. The school wishes to appoint someone who is looking to make a valuable contribution to the premises team and the wider school.

The school has a very strong team of staff and I am excited at the prospect of strengthening it further through this appointment. Our aim is simple: *'we want to be a great school in every sense of the word and we want to be confident that, hand on heart, our students have access to the best education possible.'*

Before you apply for this post please read the guidance carefully. You will find information on how to apply, together with the key dates in the selection process. Please ensure you respond in accordance with the instructions since the process has been designed to collate and assess the information in such a manner as to make a review of candidates' submissions fair and manageable.

The current closing date for this appointment is Monday 8 June 2026. We believe Vyners is a great place to work. I hope you will decide to apply for a job here and, together with the Governors, staff and students at Vyners School, I look forward to hearing from you soon.

Yours faithfully

Gary Mullings
Headteacher

Contents

About Vyners School 4

About Vanguard Learning Trust 6

Job Description 7

How to apply 11

About Vyners school

Vyners is a well-established and heavily over-subscribed school with a reputation for high standards of behaviour and attainment. Our core values of Community, Aspiration, Respect and Endeavour underpin everything we do, as does our absolute commitment to ensuring our students have access to the best education possible.

The school was built in 1959 as a four form entry mixed grammar school. In 1977 it became comprehensive and expanded to five forms of entry and in 1996 expanded again to take six forms of entry. In 1991 the school became grant maintained and in 1999 a Foundation School. Specialist College Status in **Mathematics and Computing** was obtained from September 2003. The school converted to academy status on 1 November 2011. Since 2018 the school has been part of the **Vanguard Learning Trust** which also includes one other secondary school and three local primary schools. The school has eight forms of entry; the current school roll is **1539 with 329 in the Sixth Form**.

The school has some impressive facilities; a large sports hall, extensive ICT facilities and specialist teaching areas. Classrooms are equipped with interactive whiteboard technology and the school network is constantly upgraded. Over £1,000,000 has been invested improving the learning environment over the past few years and we have exciting plans for the future, which include extending a provision for students in the sixth form.

Vyners was inspected in May 2019 under the full inspection framework and was designated an **Outstanding** school. The school was re-inspected in March 2025 under the ungraded inspection framework, during which inspectors judged that *'the school had taken effective action to maintain the standards identified in the previous inspection'*. The school continues to achieve excellent examination results. In 2025 our headline 'figure' at GCSE level for English and Maths was 79%. The school is also very proud of the A-level results with over a quarter of all grades achieved at A* - A and 57% A* - B grades. We firmly believe that we can build on this success again this year.

Location

The school is situated close to the 'village' of Ickenham in a very pleasant residential area on the edge of the green belt. Although only approximately thirty minutes from the centre of London by underground, access to the countryside is equally quick via the M40, M25 or M4. The school itself is well situated on a residential road, surrounded by many mature trees, which provides a pleasant atmosphere for both work and leisure.

Teaching and learning

The current aspirations for the school are challenging and motivating as it remains 'Outstanding' in each category. The curriculum continues to develop to meet the needs of the learners and to improve the skills of our staff to deliver this curriculum. To support this work, the whole school community is committed to developing teaching strategies and understanding better how students learn. Effective learning cannot be left to chance; how students learn needs to be refined and approaches changed in order to make real and lasting improvements. Recognising the need to prepare students for the future, extensive use is made of new technologies to develop more independent learners. Google classroom is embedded in the school as a tool to support learning. The key focus is exceptional teaching, which promotes engagement with the processes of explanation, practising and testing to enhance learning.

Developing and training middle leaders in the effective use of data and helping them to develop a range of different teaching strategies within their teams have been priorities. Each year we deliver significant staff development, including our annual two day staff conference in November, which has a focus on developing specific aspects of teaching and learning.

The staff

Staff morale at Vyners is high, supported by a positive working environment and evidenced through staff surveys. The school puts a great deal of time and resources into training and developing its staff. Appraisal is focused on school improvement, professional development and well-being. Staff meetings encourage high levels of discussion and feedback and some staff are involved in our Teaching and Learning bursaries to develop and recommend major changes to whole school policy. Professional development is run every Tuesday after school, and a 'Teaching and Learning Community' meets on Wednesday mornings to develop knowledge and understanding of pedagogy and share good practice. Many staff give freely of their time to run numerous lunchtime and after school activities.

The students

Central to everything which happens at Vyners are the students. Staff seek to ensure that every young person feels valued and listened to. Relationships between staff and students at Vyners are excellent; students appreciate the fact that they are encouraged to express and discuss their views. The student council plays an important role in the development of policy at Vyners. Students take part in the development of the school vision and values and all applicants for teaching posts are interviewed by a student panel.

About Vanguard Learning Trust

Vanguard Learning Trust is a cross-phase Trust in the London Borough of Hillingdon. Vanguard Learning Trust was established in February 2015 when Ryefield Primary School and Vyners School formed the multi-academy trust. In September 2018, Ruislip High School joined the Trust followed by Hermitage Primary School and Field End Junior School in September 2021.

School information about the other schools in Vanguard Learning Trust

Field End Junior School

Field End Junior School is truly a community school and has been part of the Ruislip landscape for over 70 years. It is a four-form entry junior school, sharing the same site as the infant school. It is a genuinely happy and exciting place to be; the school's community plays an important role in shaping young people into the adults they become when they go out into the world. Staff strive to do all they can to help each child reach their potential. Staff believe that school days should be filled, not only with learning but with fun, friendship and memories to last a lifetime.

Ruislip High School

Ruislip High School opened its doors to its first cohort of Year 7 in September 2006. It is a mixed, comprehensive secondary school situated in South Ruislip. Ruislip High School has evolved into a school of choice in the local area with circa 1100 pupils. The school has been designated outstanding in its Ofsted inspections in 2007, 2011 and most recently December 2023. Ruislip High School's logo symbolises the school's motto -from grass roots, to reaching for the sky- which represents high aspirations and pupils' journey as they progress through the school.

Ryefield Primary School

Ryefield was established in 1960 and as a school community it strives for excellence. Ryefield is an excellent school where its children love learning and achieve the highest standards possible in a thriving multicultural learning environment. Above all Ryefield strives to touch the lives of all its children to ensure they grow up to be reflective, self-aware, and resourceful; they are at peace with themselves; empathetic towards others and confident young people.

Hermitage Primary School

Hermitage Primary School is located near Uxbridge town centre with excellent premises including breakout areas, use of the MUGA, a large multi-purpose field, a well-stocked library and bright and spacious facilities. Students are encouraged to embrace their individuality and find their place in the school, the community and beyond. Hermitage is proud of the excellent standards of behaviour and staff and pupil wellbeing is of paramount importance to the Hermitage family.

Job Description

JOB TITLE: Premises Assistant

REPORTS TO: Premises Manager

SALARY: NJC scale 3, scale point 5 £29,436, rising to NJC scale 3, scale point 6, £29,856

DATE: September 2026

Purpose of the job

To work as part of the premises team to ensure that Vyners School is a physically safe and well maintained place of work / education.

Duties / Core Qualities

1. Flexible and hardworking, with a strong sense of good customer service.
2. Possesses a range of DIY skills, including basic carpentry, plumbing, minor electrics and redecoration skills.
3. Capable of interacting / supervising contractors and liaising positively with the full range of school staff.
4. Able to promote and safeguard the welfare of students at the school and to act as an appropriate role model for young people.

Key responsibilities

- To act as master key holder
- To be responsible for opening the school in the morning, and locking up at night / at weekends as may be required (including setting / re-setting the alarm and securing all doors and windows).
- To ensure the school is clean and ready for use at the start of each day. This will involve liaising with the onsite cleaning staff about practical issues as well as directly responding to housekeeping emergencies during the school day. Whilst the school has a day cleaner on site, this only operates between the hours of 11.30am and 2.30pm. The facilities team responds to spillages (including bodily fluids) outside of those times.
- Under the direction of the Facilities Manager, to proactively manage the fabric of the school site eg by ensuring defective bulbs are replaced, rubbish dealt with etc
- To play a part in ensuring that external and communal areas are kept as clear of litter as possible. To undertake external grounds maintenance duties, including instructing the external contractor, as may be required. To undertake snow clearing / gritting of paths as required.
- To respond to ad hoc requests as required during the day, including minor cleaning, replenishment of supplies in public areas and maintenance requests e.g. bulb replacement etc. Site issues are now recorded electronically via an automated helpdesk (EVERY).
- To undertake reasonable repairs, decoration and maintenance, requiring a DIY level of skill, with due regard to ensuring their own safety as well as the safety of other school users.
- To provide support to the Facilities Manager in supervising external contractors on site, with particular regard to ensuring a safe environment and the satisfactory completion of work. The

postholder may be required to actively supervise staff on site who do not have a valid DBS certificate.

- To provide support to the Facilities Manager in ensuring the efficient and effective use of services, including heating, lighting and water usage
- To provide regular portering services round the school as required
- To work with the Facilities Manager in ensuring that furniture is laid out as required for school events eg for exams, assemblies, school events etc.
- To support external lettings, including the preparation of areas / setting out of furniture, on-site supervision / customer liaison and securing the site afterwards
- In the absence of the Facilities Manager, to be responsible for issuing school keys and security fobs to staff and supervising their return. To ensure that the relevant record of keys issued is maintained and up to date at all times
- To be responsible for supporting the operation of the two school minibuses, including regularly clearing the buses of accumulated rubbish, supporting the schedule of regular safety checks and filling the buses with fuel as required. The postholder may be asked to take the buses for a regular drive during holiday periods in order to keep them in good mechanical order.
- As required, to act as an occasional driver for the school minibus, taking staff and students to and from local venues (e.g. other local schools, Uxbridge Town Centre, Hillingdon Tube).
- To remain vigilant when on the school site, identifying and reporting any hazards identified. The postholder is expected to respond immediately and proactively to any hazards which are within their ability to solve.
- To assume responsibility for the completion of a number of regular statutory safety checks around the school including (but not limited to) weekly fire alarm testing, water temperature checks, emergency lighting checks, ladder register checks etc
- To ensure that emergency evacuation routes remain free from obstruction at all times and that security gates are secured / reopened promptly at the start and end of the school day.
- To ensure that combustible materials and chemicals under the control of the Facilities Team are stored in accordance with COSHH regulations and in such a way as to minimise the risk of fire or other emergency incident.
- Completion of periodic mandatory safety training, as well as other training related to employment in the education sector (eg safeguarding training, Prevent training). The postholder will be expected to participate in certain sessions during whole staff INSET days
- To use online tools to manage maintenance / housekeeping issues (EVERY) as well as to raise an online purchase order request (ZAHARA). Training will be provided on both systems.
- Any other duties as may be reasonable be required from time to time

The nature of this post involves lifting and carrying, as well as some working at height. Training will be provided as required.

The postholder will be expected to wear a uniform (provided by the school, and consisting of a polo shirt, work trousers and safety shoes). A hand held radio will be provided to facilitate effective communication around the school site.

A 30 minute unpaid lunch break is included in the daily hours. Some occasional evening and weekend work (for which overtime will be payable) may be required. The postholder will be expected to show some flexibility around their working hours, to accommodate school functions etc.

This post forms part of the wider facilities team at Vanguard Learning Trust. The postholder may occasionally be required to cover at other Trust schools.

Other duties and responsibilities

Any other duties commensurate with the general level of responsibility of the post that the headteacher may from time to time ask the post-holder to perform.

These duties may be modified by the headteacher, with agreement, to reflect or anticipate changes in the job.

Vyners School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure is required for all posts.

Signed: _____ Post-holder Dated: _____

Signed: _____ Line Manager Dated: _____

The job description is formally reviewed annually and therefore may be revised in line with the level of responsibility.

Person Specification for Premises Assistant

Essential

- Level 2 (GCSE or equivalent) in English and Maths
- Flexible in term of work duties and hours of work
- Hardworking
- Trustworthy
- Reliable
- Good all round DIY skills
- Proactive, especially in the absence of the Premises Manager
- Common sense and the ability to prioritise the immediate needs of the school
- Able to provide innovative solutions to immediate repairs and maintenance as required
- Calm, resilient and prepared to work under pressure / to deadlines as required
- Capable of working independently and within a team
- Excellent record of attendance and punctuality
- Discretion, tact and diplomacy
- Sense of humour
- Basic IT skills – MS Word and email
- Good customer service and interpersonal skills
- Willing to attend training courses as may be required
- Capable of meeting the physical demands of the job.
- Full, clean driving license

Desirable

- Previous experience of having worked in a secondary school or other large educational establishment
- A willingness to become involved in the wider life of the school beyond the confines of the job
- Experience of having driven a minibus or other large vehicle.
- Previous experience of the safety issues particularly associated with this role including working at height, manual handling, fire safety, use of power tools, legionella and asbestos awareness etc

How to apply

Application process

In addition to this candidate pack, the school's website www.vynersschool.org.uk will provide prospective applicants with all relevant information and publications.

In compliance with safer recruitment guidelines, CVs will not be accepted.

All applications should be made via MyNewTerm. (Please follow this link).

Please direct any queries to Frances Webb, via email to: recruitment@vynersschool.org.uk.

Tel: 01895 200853

Please be aware that all applications will be considered upon receipt.

The closing date for application is 9.00am on Monday 8 June 2026 and interviews will take place during June.

Please note, parking is not available on the school site but advice will be given regarding where parking is available locally if you are shortlisted for an interview.

Selection process

Full details will be provided to all candidates selected for the interview process and will consist of a lesson observation and panel interview.