

# Premises Officer

## APPLICATION PACK



Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We are proud to be part of Altus Education Partnership Trust and are driven to fulfil our mission and vision:

**OUR MISSION**

*To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.*

**OUR VISION**

*To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough*

Our staff are integral to realising this, and therefore it is my aim as headteacher to ensure that we work as a team, look after each other, and ensure that Edgar Wood is a fulfilling place to work. We are looking for staff who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

Should you decide to apply to Edgar Wood it is important that you know that this is the right place to take the next step in your career, and therefore visits to our academy prior to application are encouraged.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

A handwritten signature in brown ink that reads "Paul Jones".

**Paul Jones**  
**Headteacher**

# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

## Deadline

The deadline for the post is **17<sup>th</sup> April 2026** (to arrive no later than 12.00 midday).

Interviews are due to be held on **30<sup>th</sup> April 2026**.

## Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

## Salary

The post will be paid on the **School Support pay spine, Scale Point 7 – 11 (£26,403 - £28,142)**

## Start Date

**As soon as possible**

## For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact Sophie Bailey – HR Officer: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 769999

## Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement of 27 days, rising to 30 days with 5 years continuous service

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.*

# Background Information



## Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

## Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Kingsway Park High School** is an Ofsted-rated Good school with a strong track record of providing students with an excellent education. The Academy recently benefitted from a new teaching block, which opened in late 2024.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

# Role Description

## Overall Purpose of the Post

|                    |  |
|--------------------|--|
| <b>Job Title:</b>  | Premises Officer   |
| <b>Reports to:</b> | Premises Manager   |
| <b>Contract:</b>   | 37 hrs per week - Permanent, 11am – 7pm during term time, 8am – 4pm during school holidays |
| <b>Salary:</b>     | <b>School Support pay spine, Scale Point 7 – 11 (£26,403 - £28,142)</b>                    |
| <b>Start Date:</b> | Dependent on Notice Period   |

The Premises Officer will support the Premises Manager in ensuring the school site is well-maintained, safe, secure, and fully operational at all times.

This role requires a competent DIYer or tradesperson able to undertake a wide range of maintenance, minor repairs, and compliance tasks, contributing to the school's long-term efficiency and reducing external contractor costs.

## Key Responsibilities

### Site Operations & Security

- Assist with the daily operation of the school site, including opening, closing, and securing the premises.
- Act as a primary keyholder, including responding to out-of-hours emergencies.
- Monitor and operate systems such as fire alarms, intruder alarms, CCTV, heating, lighting, and BMS.
- Take swift and appropriate action in any security-related incident.

### Maintenance & Repairs

- Carry out internal and external routine maintenance, painting, decorating, and minor repairs.
- Complete and record scheduled checks using We Are Every (training provided).
- Undertake statutory checks (e.g., fire safety, water systems, emergency lighting) and maintain compliance logs.
- Replace lighting lamps/tubes and ensure all areas meet required standards.

### Health, Safety & Compliance

- Support statutory compliance and maintain accurate records for fire safety, asbestos, legionella, and other regulated areas.
- Work with the Health & Safety Representative to ensure high standards are upheld.
- Follow all procedures outlined in the Health and Safety Policy, COSHH regulations, and risk assessments.

### Contractor & Resource Management

- Oversee onsite contractors, ensuring all work meets required standards.
- Procure quotes for routine maintenance and assist with budget planning.
- Monitor and order materials, equipment, and cleaning supplies.

### Cleaning & Site Presentation

- Undertake cleaning duties and ensure high standards of cleanliness across the site.
- Maintain external areas to ensure the school grounds remain clean, tidy, and safe.
- Support school lettings, including the setup and dismantling of equipment.

### **Basic Trade Skills**

The Premises Officer will be expected to carry out minor repairs and basic maintenance tasks including, but not limited to:

- **Plumbing:**
  - Changing taps, replacing washers, unblocking sinks/toilets, resealing fixtures, tightening pipe fittings, bleeding radiators, and completing routine visual checks.
- **Electrical:**
  - Replacing plugs and fuses, changing light bulbs and tubes, replacing damaged faceplates, resetting breakers, completing visual electrical checks, and (where trained) carrying out PAT testing.

Any work beyond basic maintenance must be escalated to the Premises Manager or a qualified contractor.

### **General Site Support**

- Carry out portage duties, including moving furniture and equipment.
- Support with weekly setup, termly activities, and school events.
- Perform any other reasonable duties commensurate with the grade of the role.

## **Support for the School**

The post will:

- 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.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural linguistic, religious, and ethnic background.
- Contribute to the School ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.
- Perform any other duties as required.

### **Other:**

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An Enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

## Premises Officer: Person Specification

| Criteria   | Essential/Desirable | How identified             |
|--|---------------------|----------------------------|
| <b>Qualifications and Experience</b>   |                     |                            |
| Level 2 (GCSE) or equivalent in English and Maths.   | E                   | Application form           |
| Able to use basic IT systems   | E                   | Application form/Interview |
| First Aid at Work qualification or willingness to work towards one.                              | E                   | Application form/Interview |
| Proven practical skills in DIY, maintenance, painting, and repairs                               | E                   | Application form/Interview |
| Experience in premises, estates, or facilities maintenance                                       | D                   | Application form/Interview |
| Experience of working within a Health and Safety framework.                                      | D                   | Application form           |
| Experience using fire, access control, security, or CCTV systems.                                | D                   | Application form/Interview |
| Able to operate fire safety procedures to meet fire safety regulations.                          | D                   | Application form/Interview |
| Experience coordinating or supervising contractors on site.                                      | D                   | Application form/Interview |
| Experience completing statutory compliance checks (fire safety, legionella, emergency lighting). | D                   | Application form/Interview |
| Experience supporting school lettings or community use of facilities.                            | D                   | Application form/Interview |
| Trade-based experience (joinery, plumbing, basic electrics, painting/decorating).                | D                   | Application form/Interview |
| <b>Skills and Knowledge</b>  |                     |                            |
| Strong interpersonal and communication skills  | E                   | Application/Interview      |
| Ability to follow procedures and escalate issues appropriately                                   | E                   | Application/Interview      |
| Able to work independently without supervision   | E                   | Application/Interview      |
| Physically capable of manual tasks (lifting, working at height, portage)                         | E                   | Application/Interview      |
| High standards for building cleanliness, safety, and presentation                                | E                   | Application/Interview      |
| Understanding of safeguarding in relation to premises roles.                                     | E                   | Application/Interview      |
| Skills in using hand tools and power tools safely and effectively.                               | E                   | Application/Interview      |
| Ability to prioritise workload independently and manage competing deadlines.                     | E                   | Application/Interview      |
| Ability to identify maintenance issues and propose solutions proactively.                        | E                   | Application/Interview      |
| Self-motivated, flexible, reliable, and able to work evenings if required                        | E                   | Application/Interview      |
| Strong attention to detail, particularly regarding safety and compliance.                        | E                   | Application/Interview      |
| Ability to work additional hours occasionally (e.g., contractors, lettings, emergencies).        | E                   | Application/Interview      |
| Ability to travel within Rochdale if required  | D                   | Application/Interview      |
| Awareness of Equality Act & H&S legislation  | D                   | Application                |



**EDGAR  
WOOD**  
academy

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