



Premises Officer

Recruitment Information Pack

Tant Que Je Puis



Dear Applicant

Thank you for your interest in Enfield Grammar School. We really are a wonderful school that values hard work, kindness and an ability to empathise with, inspire and care for boys in the 21st Century. I'm very passionate about boys' education and believe all boys have the ability and the desire to love, empathise, care for and respect themselves and others and these "soft" skills are modelled by all our adults in the school.

We are looking for a Premises Officer who can help to maintain our school sites, creating a positive learning environment.

Ideally, we would love you to visit us to see us in action. You will see the students in every year group take pride in being part of our school community. Once seen, we would be confident you would apply to join us. If you would like to visit then please contact Ms Walsh, PA to the Headteacher, who will be pleased to be of assistance.

I recognise that preparing an application is a time-consuming process and I would like to thank you in advance for submitting your application.

As an inclusive school, we would welcome applications from all backgrounds, especially those representative of our diverse student population. I am a Headteacher who is fully committed to equality of opportunities for all of our stakeholders.

Please do not hesitate to contact Ms Roberts, Finance & Operations Manager, should you require further details about the role on 020 8363 1095 or at office@enfieldgrammar.org

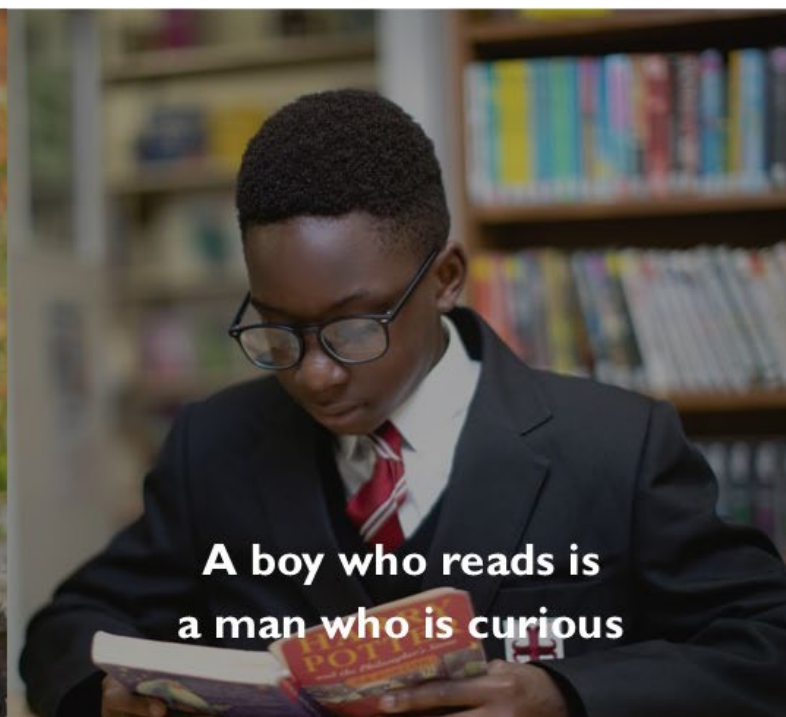
Yours sincerely

C Lamb

Headteacher



A boy who is supported is a man who helps others



A boy who reads is a man who is curious

Grade: NJC Scale 3
Contract: 36 hours per week – shift pattern to include Saturday and evening working
Fixed Term Contract until 31 December 2027
Actual Salary: £29,436 to £29,856 (depending on experience)
Start Date: ASAP

Would you like to work at a school that has a prestigious past, a wonderful present and a bright future? Would you like to work in a well-established school, proudly rated Good by Ofsted in January 2024. If so, we would like to hear from you.

Our aim is to prepare our boys for the world, both academically and socially. We expect hard work, good manners and in turn provide learning opportunities where all can fulfil their potential. Our motto, “Tant Que Je Puis” (As Much As I Can) is at the heart of our School community and we actively encourage both staff and students to strive for this aspiration. If you share our vision, we would strongly encourage you to apply.

We are seeking to appoint enthusiastic and self-motivated Premises Officer to assist our experienced and knowledgeable Premises Team. The successful candidate will assist with the maintenance and development of our School sites, which will include general maintenance, refurbishment projects, portering and other duties to support the Premises Manager in the running of the School sites.

Enfield Grammar School is an 11-18 boys’ comprehensive school located in the heart of Enfield Town. For more information about the School, please visit www.enfieldgrammar.org

We Offer:

- Strong commitment to equality, diversity and inclusion.
- Access to opportunities for self-development and regular Continuing Professional Development sessions.
- Opportunities for career progression.
- A health care plan, including reimbursement for optical, dental, physiotherapy and a range of other areas, 24/7 GP access and free counselling.
- On site gym facility

You Will:

- Be passionate and proactive about supporting students of all abilities.
- Be a committed individual who contributes regularly to the School community.
- Be adaptable, resilient and have a desire to make a lasting difference to the lives of our students.
- Have the highest standards at all times to ensure maximum progress and outcomes for our students.
- Be a positive person able to work effectively as part of a team.

How to Apply:

- Complete and submit an application form to applications@enfieldgrammar.org (application forms are available on our website under ‘About Us/Work for Us’); or

If you have any questions regarding the role, please contact Ms Roberts, Finance & Operations Manager, on 020 8363 1095.

The School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory Enhanced DBS check and pre-employment checks.

Closing Date: Monday 1 June (noon)

Interview Date: w/c Monday 8 June 2026

Ofsted January 2024:

“Pupils, sixth form students and staff are proud of their school.”

“Leaders use funding for pupils who have SEN and/or disabilities effectively. The leaders of SEN track the progress of these pupils carefully. Pupils who have SEN and/or disabilities make good progress.”

“Teachers have applied the training the school has developed to ensure that they improve the quality of pupils’ learning. Pupils said they really enjoy those subjects.”

“Leaders train teachers well to improve the quality of their teaching. This training is having a marked positive impact on pupils’ learning and their progress.”

Please note that we will be shortlisting for this role as applications are received, so the closing date is subject to change.



About Us

Enfield Grammar School has strong traditions and an excellent reputation. We are an Ofsted rated 'Good' school (January 2024) and our positive Progress 8 and Value Added scores over the past 5 years prove that at Enfield Grammar School we buck that national trend – with us, boys succeed.

We are a school whose tradition and history can be felt the moment you step into the building. Our long-standing motto "Tant Que Je Puis" (As Much As I Can)", is one which helps to shape our vision and our hopes for the young people we educate. School is not just about grades and numbers, it is about the young person as a whole, being part of a school community. We are a school which is intent on ensuring that the breadth and quality of education will, as far as is possible, equip all of our students to meet the rapidly changing demands of the future.

As a diverse non-selective school dedicated to serving our local community, as we have done since 1558, our Year 7 intake consists of 180 students (including our sport and music scholars). A large number of these students progress into our Sixth Form to complete their seven year journey with us.

Our school is based over two sites (5 minute walk), which allows us to have a unique primary school transition for our students. Our lower school houses Years 7&8 and includes specialist teaching rooms for Art, DT and Science. Our extensive sports facilities including our 3G pitches and onsite gym are located at the lower school. The upper school houses Years 9-13, with a dedicated sixth form suite.

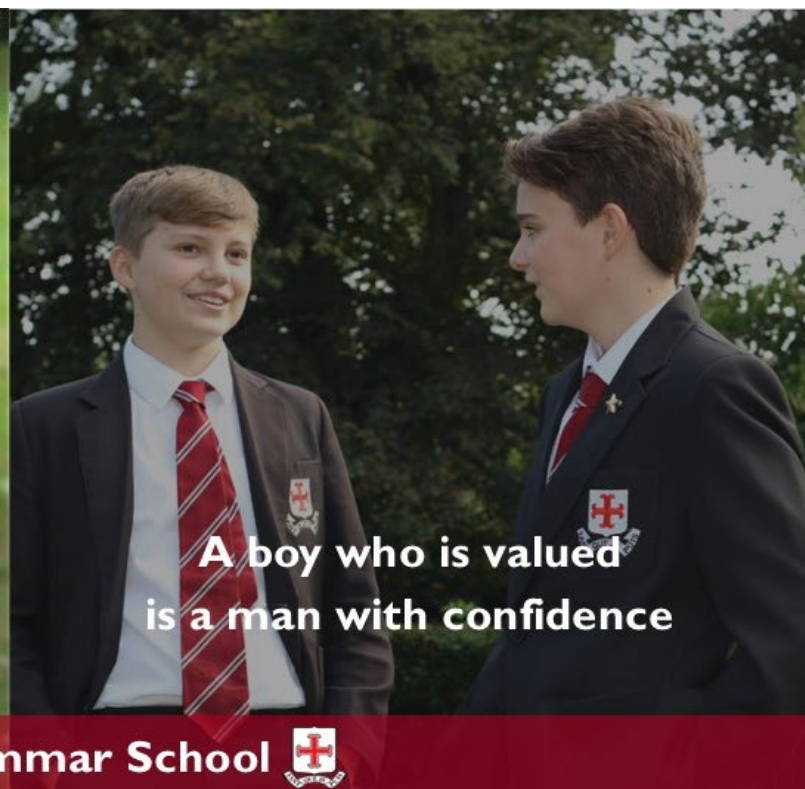
At Enfield Grammar School (known locally as "Grammar"), our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect, kindness and empathy, are a key strength of our school. Student voice is used across our school to help inform decisions and shape school development plans.

We take great pride in our comprehensive CPD programme that allows all staff to develop their practice and expand their skill set. We believe that teaching is a career as well as a vocation and support our staff to succeed and develop at leaders in education.

For more information about Enfield Grammar School, please visit our website at www.enfieldgrammar.org



**A boy who competes
is a man with ambition**



**A boy who is valued
is a man with confidence**

Purpose of the job: Day-to-day responsibility for the maintenance, security and safety of the School Site and premises.

Reports to: Premises Manager

Main Duties and Responsibilities:

1. To assist the Premises Manager/Finance & Operations Manager in the maintenance of the security of premises, ensuring proper and regular patrols are undertaken and that alarms are properly maintained, used, reset as necessary and tested.
2. To assist in the redecoration of rooms or other parts of the site as required by the Premises Manager.
3. To undertake minor repairs and redecoration as required, in accordance with agreed guidelines, using appropriate tools and equipment.
4. To undertake a programme of daily, weekly, monthly and termly safety and ancillary equipment compliance checks with appropriate record keeping of these inspections.
5. To take an active role in ensuring the site meets health and safety requirements, informing the Premises Manager/Finance & Operations Manager of any potential hazard or premises-related health and safety issue requiring attention.
6. To ensure that all windows, doors and gates are opened and closed at appropriate times as specified by the Premises Manager/Finance & Operations Manager/Headteacher.
7. To assist in the maintenance of emergency equipment (e.g. fire extinguishers) and the proper storage and use of any harmful machinery or toxic materials.
8. To help ensure the safe and efficient operation of all mechanical, electrical and heating services on the site.
9. To monitor and take appropriate action to ensure proper and safe levels of heating, lighting and ventilation.
10. To deal with contractors in order to ensure that work is being completed to a satisfactory standard, advising the Premises Manager/Finance & Operations Manager of any error or omission.
11. Removing, laying out, stacking and transporting furniture and equipment within the school as and when required.
12. In emergencies, e.g. following break-ins, to make good any damage to external or internal doors, locks or windows, and obtaining estimates for repair to any item which falls outside the guidelines for repairs and maintenance.
13. To keep under review, and regularly inspect, all aspects of repairs and maintenance of the site and to advise the Premises Manager/Finance & Operations Manager on the need for minor and major repairs and maintenance.
14. To advise prospective hirers on the availability and operation of the site for lettings outside school/working hours, including assisting with hirer's requirements, when the let is taking place.
15. To undertake emergency cleaning as required, including dealing with slippery floors, floods, spillages, bodily fluids.

16. Checking on a regular basis that adequate supplies of soap, toilet rolls, towels and similar materials are available throughout the school, replenishing these as necessary and carrying out regular maintenance cleaning of toilet areas throughout the day.
17. To assist the Premises Manager/Finance & Operations Manager in developing a planned maintenance programme for the site.
18. To assist in arrangements for the efficient removal of refuse and rubbish from the site.
19. Cleaning diffusers and shades and replacing lightbulbs and tubes where accessible, as necessary, up to a height of 3 metres (or above height with the aid of access equipment but only after the relevant training has been undertaken). Checking on a regular basis for broken diffusers and shades etc;
20. To ensure that external paths, steps and entrances are clear of debris, snow, water, leaves or other hazards.
21. To act as one of the main key holders of the site, registered as such with the police, and to ensure that access to keys and the site is given only to authorised persons.
22. When acting as key holder, to attend the site/premises in emergencies, taking appropriate action in the case of break-in, theft or fire, including boarding up broken windows, repairing or changing door or window locks and resetting alarms at any time or day.
23. Ensuring that all drains, gutters, gullies and gratings are free flowing and clean. Clearing any blockages where possible, referring matters to the Headteacher for remedial action to be taken where necessary.
24. To assist in ensuring the removal and portorage of furniture and deliveries within the school/site, moving small items when this is within the reasonable capabilities of one or two persons, following health and safety guidelines on manual handling of loads.
25. To work with the Premises Manager/Finance & Operations Manager on all aspects of site security, including making recommendations on improvements or alterations to lighting, entrances/exits, arrangements both for the welcoming of visitors and aimed at deterring intruders in order to ensure a safe environment.
26. To work constructively with all members of the Premises Team, facilitating a co-ordinated approach to site issues.

Other Duties

- To carry out other relevant duties as may be required, commensurate with the responsibilities of the post.
- To operate within agreed legal and ethical boundaries particularly with regard to child protection and safeguarding.
- To carry out duties in accordance with health and safety legislation and school policy.
- To promote inclusion and equality of opportunity for all students in accordance with school policy.
- To take responsibility for personal professional development, in conjunction with the Line Manager.

	Essential	Desirable
Skills, knowledge and Abilities		
▪ Good organisational skills and an ability to complete tasks to deadlines.	X	
▪ Good interpersonal/communication skills, self-confidence and ability to liaise at all levels.	X	
▪ Able to manage a varied workload, and ability to prioritise and deliver to deadlines.	X	
▪ Practical handyman skills necessary to undertake general building maintenance and decoration, minor repairs, some cleaning and portage duties.	X	
▪ Excellent DIY skills	X	
▪ Knowledge of plumbing, electrical, building maintenance, decorating and painting.		X
▪ Knowledge of Health & Safety issues relevant to the post including legislation and COSHH.		X
Experience		
▪ Experience of liaising with contractors and outside agencies.	X	
▪ Familiar with a wide variety of tools and equipment or be prepared to undertake training, the ability to follow instructions necessary to operate equipment and use materials relevant to their job.	X	
▪ Previous experience of working in a school environment.		X
▪ General understanding of the day-to-day running of a school e.g. heating, lighting, security and maintenance.		X
Attitudes and Approaches		
▪ A professional, friendly and supportive attitude towards pupils, staff and other members of the school and wider community.	X	
▪ A flexible approach to work and committed team player.	X	
▪ Ability to follow instructions, organise and prioritise workload.	X	
▪ Ability to be self-motivated and work on own initiative and as part of a team.	X	
▪ Ability to communicate effectively with all members of the school community	X	
▪ Ability to keep accurate records.	X	
▪ To take on key holding duties for the school/be a named key holder.	X	
▪ Reliable, punctual and the ability to work to deadlines.	X	
▪ Be ready to manage flexible working hours, to include occasional weekend lettings.	X	
▪ Awareness of, and willingness to comply with, School policies and procedures including those relating to safeguarding	X	

Safeguarding

Enfield Grammar School is committed to safeguarding and promoting the welfare of children, and safe recruitment of staff is central to this commitment. We will ensure that our recruitment practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children. All adults who work with or on behalf of children and young people in our school must be competent, confident and safe to do so.

All posts working with children should be aware of, and share the commitment to safeguard and promote the welfare of children and young people when applying for jobs within Enfield Grammar School.

This commitment is expressed through the following requirements:

Recruitment

Failure to adhere to the following requirements means that an applicant will not be employed to work at Enfield Grammar School.

- Applicants will be required to undertake an enhanced DBS (Disclosure Barring Service) check (and where applicable an overseas police check) if an offer of employment is made and will not be able to take up post until a satisfactory check has been received.
- Applicants are required, when completing an application for a post within the school, to supply full education and employment history since leaving secondary school, with explanations for any gaps.
- An applicant's personal commitment to safeguarding children and young people will be explored through the interview process.
- Successful applicants must show proof of identity and qualifications certificates, along with various other pre-employment clearances before a firm offer of employment is made.
- Prior to taking up post, applicants will be expected to sign the School's Code of Conduct, which commits them to upholding the highest standards in public life, both in the way they undertake their professional duties, and in their personal conduct.