

ROLE PROFILE

#RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/careers



*Red Kite Learning Trust is committed to supporting work-life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

Job Title:	Premises Administration Assistant	School:	Rossett School
Salary Grade:	Band 4 – SCP 2 – 4	Working Hours:	37 hours per week Monday-Friday Term Time + Training Days
Contract Type:	Permanent	Location:	Harrogate

Responsible to: Premises Manager

Role summary: The role is to provide efficient administrative support to the Site Manager and Premises Team, ensuring accurate management of records, communication, and day-to-day premises operations.

This is a key operational role, ensuring facilities, equipment, and services are maintained to a high standard, supporting a positive, safe, and productive environment for students, staff, and visitors. The post holder will work closely with the Site Manager, contractors, and internal teams to support maintenance, compliance, and day-to-day facilities operations.

The role is delivered in line with Rossett School values: Respect, Responsible, Ready, Resilient, Reflective at the core of which is Success for Everyone.

Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

Role specific responsibilities:

1. Administrative & Facilities Support

- Receive, log, and track maintenance and premises requests using agreed systems.
- Maintain accurate records of planned and reactive maintenance work.
- Update spreadsheets, databases, and work logs related to premises activities.
- Prepare basic reports and summaries for the Site Manager as required.
- File and maintain premises-related documentation in line with school procedures.

2. Compliance & Health and Safety Administration

- Maintain health and safety records, logs, and compliance documentation.
- Assist with updating risk assessments, inspection records, and statutory checks.
- Support the administration of emergency procedures and compliance schedules.
- Ensure documentation is up to date and readily accessible.



3. Communication & Coordination

- Act as an administrative point of contact for contractors and service providers.
- Confirm appointments, access arrangements, and attendance for contractors.
- Communicate routine information to staff regarding work and site access.
- Escalate issues or concerns to the Site Manager when required.

4. Operations & Space Management

- Support space planning, classroom moves, and reconfigurations.
- Assist with coordinating activities and the coordination of contractors on site.

5. Transport & Site Support

- Hold a full UK driving license.
- Minibus driving will be required (training provided if necessary).
- Provide practical support with moving furniture or equipment when required.

6. Procurement & Stock Administration

- Raise purchase orders and track deliveries for premises supplies.
- Maintain stock lists and monitor usage levels, ensuring availability of essential resources.
- Record equipment and asset information accurately.
- Support audits and inventory check as required.
- Assist with ordering and tracking facilities, supplies and equipment

7. General Office & Team Support

- Provide general administrative support to the Premises Team.
- Assist with document preparation, filing, and correspondence.
- Support contractor inductions by preparing paperwork and information packs.
- Undertake other reasonable administrative duties as required.

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.



Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

PEOPLE PROFILE	Essential	Desirable
Clear written and verbal communication skills.	*	
Able to communicate effectively with staff at all levels within the school and across the MAT.	*	
Able to identify and report risks and maintenance concerns	*	
Able to relate positively to young people.	*	
Able to work effectively as part of a team.	*	
Able to take initiative and work independently.	*	
Ability to work under pressure.	*	
Reliable and approachable.	*	
Able to manage routine tasks independently.	*	
Able to work to high levels of accuracy / maintenance standards.	*	
Able to prioritise and plan to ensure completion of tasks.	*	
Able to take a considered and safe approach to maintenance and security.	*	
Demonstrates a sense of pride in work, the school and wider environment.	*	



Demonstrates a positive attitude and a solution-based focus.	*	
Good attention to detail and accurate record keeping.	*	
Able to be discreet at all times in the disclosure of information about the school and MAT and has a clear awareness of confidentiality.	*	
Demonstrates a full commitment to safeguarding and promoting the welfare of children and young people.	*	
Strong organisational and time-management skills.	*	
Self-motivated and hard working.	*	
Sense of humour and optimism.		
Committed to confidentiality, professionalism, and supporting the school's values of Respect, Responsibility, Readiness, Resilience and Reflection.	*	
Flexible and willing to comply with requests to ensure site services are delivered to an outstanding standard for all school pupils, staff, parents, and visitors.	*	
Willingness to undertake additional training and develop personal skills.	*	
Willingness to be flexible and work to meet the best interests of the school and MAT.	*	
Willing to carry out any other duties commensurate with the grade of the post, as directed by the Headteacher.	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Prior experience in an estates or premises maintenance environment.		*
Knowledge / prior training of Health and Safety legislation.	*	
Experience in an administrative or office-based role.	*	
Experience supporting facilities, premises, or estates teams.		*
Demonstratable problem solving skills within a work environment.	*	
Good numeracy and literacy skills.	*	
Competency when using IT software and systems.	*	
Knowledge of health & safety legislation and site security measures.	*	
Driving Licence - be willing to drive minibuss and undertake tasks as required.	*	
Experience in a school, education, or public-sector environment.		*
Familiarity with work order or asset management systems.		*
Safeguarding and Promoting the Welfare of Students	Essential	Desirable
Has appropriate motivation to work with, and at times alongside, children.	*	



Ability to maintain appropriate relationships and personal boundaries with children.	*	
Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	*	

