

Candidate Pack

Job title: Southway Primary & Stepping Stones Premises Manager

Closing date: Wednesday 10 June 2026

Interview date: Tuesday 16 June 2026

Welcome

Thank you for your interest in joining our community. We are delighted that you are considering the position of Premises Manager, a pivotal role that supports both Southway Primary School and Stepping Stones Nursery.

The Premises Manager plays a vital role in ensuring our school along with Stepping Stones Nursery are safe, welcoming and well-maintained environments where children can learn and thrive. By overseeing the day to day care of the buildings, grounds and facilities, the role helps create a secure setting for pupils, staff and visitors, while supporting the smooth running of both the school and nursery. The work is essential in maintaining high standards of health and safety, supporting learning activities, and ensuring that our whole site remains a positive and nurturing place for young children to grow.

We hope this recruitment pack gives you a clear and helpful insight into our school and nursery along with the exciting opportunities this role offers. We would be delighted to welcome you for a tour of our wonderful school and nursery and answer any queries you may have.

We wish you the very best with your application and look forward to hearing from you.

Best wishes

Catherine Monk
Principal

Southway Primary School & Stepping Stones Premises Manager

Hours of work:	37.5 per week, Monday to Friday	Contracted weeks:	52 weeks per annum
Reporting to:	Southway Primary School Principal, Stepping Stones Business Manager		
Location:	Southway Primary School and Stepping Stones Nursery		
Salary:	£42,000 to £44,000 FTE, per annum, dependent on experience	Employer pension	LGPS

Purpose of the role

As our Premises Manager, you will play a crucial role in ensuring that the school environment is safe, secure, and well-maintained, providing the foundation for effective teaching, learning, and wider school life.

You will take responsibility for the day-to-day operation, maintenance, and security of the school premises and grounds. Your work will help ensure that staff and pupils benefit from a safe, clean, and functional environment that reflects the high standards and expectations of the school and nursery.

You will be proactive, hands-on, and able to respond quickly and effectively to a wide range of tasks and issues. As a visible and trusted member of the site team, you will be confident in managing contractors, leading cleaning or site staff, and carrying out regular inspections to ensure the premises remain safe and fully operational.

In this role you will:

- Ensure that the school buildings and grounds are clean and secure and respond to any security concerns or incidents as needed.
- Act as the designated key holder for the premises and respond to emergency callouts where necessary.
- Operate and regularly check building systems, including heating, lighting, alarms, water and CCTV.
- Undertake repairs and general maintenance tasks as necessary.
- Arrange and oversee emergency repairs and routine maintenance to ensure the school remains fully operational and safe.
- Monitor and manage site stock, ordering materials and supplies when needed.
- Supervise and quality-check the work of contractors to ensure standards and timescales are met.
- Carry out general duties such as moving furniture, setting up rooms, or assisting with school events.
- Conduct regular health and safety inspections of the site, including fire safety and COSHH compliance, and act quickly where hazards are identified.

- Monitor and manage the performance of cleaning and site staff, ensuring work is carried out to agreed standards, allocating staffing to meet the needs of the school and nursery and to achieve compliance and maintenance targets, ensuring staff have received appropriate training relevant to their roles and in accordance with legislative requirements, and delivering training and necessary coaching/mentoring as required.
- Management of maintenance budgets including preparation of reports as required.
- Ensure ongoing maintenance cover is carried out during the school holidays across the school and nursery. This will also include project managing external contractors for any planned construction activity during the holidays.
- Responsible for liaison with all appropriate authorities regarding rating, sanitation, water, electricity, gas, planning, building regulations and environment health.
- Day to day oversight of contractors for regular maintenance, ground maintenance and compliance services and make recommendations for improving value for money and procurement.
- Coordinate and manage visits by contractors, surveyors, inspections etc.
- Support the use and maintenance of specialised equipment after appropriate training.
- This role involves manual tasks, including occasional heavy lifting.
- Facilitate school lettings outside of normal hours.

As Premises Manager, you will play a key role in ensuring our school and nursery remain a safe, clean and inspiring place to learn and work.

Premises, Health and Safety

- Liaise with the Business Manager to ensure the School and Nursery environments are safe, secure, clean and well maintained.
- Oversee premises management, maintenance, repairs, and capital projects.
- Ensure compliance with health and safety legislation, guidance, and United Learning policies.
- Undertake and review risk assessments as required.
- Be the Health & Safety Co-ordinator for the two establishments.
- Oversee any incidents/accidents and be a 'Super user' for the Accident Reporting and Management System (ARMS).
- Produce reports for the termly Health & Safety meetings.
- Writing reports, presenting premises and health and safety information to the Local Governing Body



Additional Responsibilities

- Uphold and promote the values, ethos and strategic objectives of Southway Primary School, Stepping Stones Nursery, and United Learning.
- Participate in performance management, training, and continuous professional development.
- Work flexibly and undertake additional duties as reasonably required by the Principal or Business Manager.
- Attend meetings and training at other United Learning locations as required; occasional travel will be necessary.

Flexibility Clause

- This job description is not intended to be an exhaustive list of duties. The post holder may be required to undertake other reasonable tasks consistent with the role and responsibilities, following consultation.
- This job description will be reviewed regularly as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.



Personal Specification – Premises Manager

Qualification/Training		
Experience in building maintenance and basic repairs (e.g. plumbing, carpentry, electrics)	Essential	Application/Interview
Knowledge of health and safety regulations, risk assessments, including fire safety and COSHH	Essential	Application/Interview
Health & Safety certification IOSH	Desirable	Application/Interview
Health & Safety certification NEBOSH	Desirable	Application/Interview
Skills and Knowledge		
Strong practical skills with the ability to carry out general maintenance and repairs	Essential	Application/Interview
Excellent organisational and time management skills, with the ability to prioritise tasks effectively	Essential	Application/interview
Knowledge of health and safety regulations, including fire safety and COSHH, NEBOSH, IOSH	Essential	Application/Interview
Ability to identify hazards and take appropriate action to ensure a safe environment	Essential	Application/Interview
Good verbal and written communication skills, with the ability to liaise confidently with staff, contractors, and external agencies	Essential	Application/Interview
Ability to supervise and manage site and cleaning staff to maintain high standards	Essential	Interview
Experience using and checking building systems (e.g. heating, lighting, alarms, CCTV)	Essential	Interview
IT literacy for reporting, stock management, and communication tasks	Desirable	Application
Understanding of safeguarding in relation to premises access and school security	Desirable	Interview
Knowledge of lettings procedures and requirements for external use of school facilities	Desirable	Application/Interview
Experience		
Experienced in facilities, premises, or site management in a school or similar setting	Essential	Application/Interview
Confident in undertaking regular site checks and responding to maintenance issues promptly	Essential	Application/Interview
Experienced in managing contractors and checking that work meets agreed standards	Essential	Application/Interview
Familiar with security procedures, including key holder responsibilities and emergency callouts	Essential	Application/Interview
Experienced in supervising site or cleaning staff and managing daily workflows	Essential	Interview
Skilled in using tools and equipment safely for repairs and/or installations	Essential	Interview
Experienced in monitoring and maintaining compliance with health and safety regulations	Essential	Application/Interview
Familiar with coordinating school lettings and supporting out-of-hours use	Desirable	Application
Experienced in managing budgets for site-related materials and services	Desirable	Application

Integrity/Ethical Behaviour		
Consistently honest; trusted by colleagues, parents, students and manager	Essential	Application/Interview
Understanding of working around children with a knowledge of safeguarding procedures	Essential	Application/Interview
Cooperation/Teamwork		
<ul style="list-style-type: none"> • Works harmoniously with others • Responds positively to instructions and procedures • When appropriate facilitates discussions before decision-making process is complete • Treats all people with respect 	Essential	Application/Interview
Judgement		
<ul style="list-style-type: none"> • Makes sound decisions based on fact 	Essential	Application/Interview
Disposition/Attitude		
<ul style="list-style-type: none"> • Ability to maintain a positive and professional demeanour. • Ability to remain calm under pressure, effectively prioritising time and tasks. 	Essential	Application/Interview

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children



Stepping Stones Nursery



Stepping Stones Nursery prides itself on delivering a rich, knowledge and experience-based curriculum underpinned by strong values. We tailor our approach to meet the needs of every child and family, regardless of age, stage or individual requirements. As a thriving and dynamic setting, we are committed to living the United Learning value of ‘bringing out the best in everyone’. Stepping Stones is known for its warm, welcoming and supportive environment, where children flourish and families feel truly valued.



At Stepping Stones Day Nursery, we believe every child has the potential to achieve—and that this journey begins from birth. Our work makes a genuine difference to children’s lives, particularly for those who start their educational journey from lower starting points. We are committed to widening every child’s experience, celebrating each achievement, and creating meaningful opportunities that help lay the foundations for a successful future.

We are a thriving and dynamic nursery that proudly embodies the United Learning value of ‘bringing out the best in everyone’. Warm, welcoming and deeply supportive, Stepping Stones is a place where children flourish, families feel valued and staff are inspired to make a lasting impact.

Stepping Stones Day Nursery first opened in September 1992 with just 27 children and now has registration for an impressive 146 children, with nearly 200 children on roll. Now oversubscribed and operating with a waiting list, the nursery has clear potential for further expansion. Spread across three buildings, with eight spacious rooms and two dedicated sensory rooms, Stepping Stones provides high-quality, affordable and flexible daycare for 51 weeks per year for children aged 3 months to 4 years. It continues to play a vital role in supporting local families and offering exceptional early years provision within the community.



We work in close partnership with our neighbours, Southway Primary School (3-11) and The Regis School (Secondary 11-18), both of which are United Learning schools. For example, currently there are regular visits to the library, and ‘Forest School’ at Southway Primary. This provides a wonderful opportunity to share, collaborate and innovate, and make a difference for our children, young people and families.

Southway Primary School



Southway Primary School offers a modern and vibrant learning environment, both indoors and outdoors. We are fortunate to have extensive grounds that have been significantly developed since the school opened in 2010, providing a rich and engaging space for children to explore and learn. Our close proximity to the beach allows us to make the most of our coastal location, and we regularly take advantage of wider opportunities to visit places of interest both locally and further afield, including Arundel Castle, Arundel Wetlands Trust, and the Winchester Science Museum.

Our creative curriculum offers children rich opportunities to learn from specialists and experts, including artists, musicians, and a professional dance teacher. We are also proud to have a dedicated sports coach who enhances our PE provision. In addition, our staff team runs a wide variety of after school clubs, giving children across the school the chance to explore new interests and develop their talents beyond the classroom.



Southway benefits from being part of a vibrant and well connected education campus, shared with The Regis School (secondary), The Arena Sports Centre and Stepping Stones Nursery. Our unique location enables strong partnerships across the campus, providing enriched opportunities and seamless transition for our children. We work closely with colleagues at The Regis School, The Arena, and Stepping Stones to create an inspiring, cohesive environment where pupils can thrive from their early years through to secondary education.

Southway Primary School is proud to have a supportive, friendly staff team and receptive, enthusiastic children who love coming to school and are excited to discover what they will be learning each day.

We look forward to welcoming you soon to meet our wonderful children, explore our modern facilities and experience our fantastic learning environments for yourself.

About United Learning

United Learning is one of the country's leading multi-academy trusts.

We are a group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out 'the best in everyone' – pupils, staff, parents and the wider community. Uniquely, our Group includes significant numbers of schools in both the public and the private sectors, working together for mutual benefit.

We provide a broad education, which prepares children and young people to progress in learning and to make a success of their lives. We focus sharply on the evidence of what makes it more likely that children and young people will progress and succeed, apply that to our practice and continue to learn and develop our schools.

As a Group, we can offer more to both staff and young people than any single school or nursery could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences.

We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies and nurseries. To find out more about United Learning, please visit the website www.unitedlearning.org.uk

As part of United Learning, Stepping Stones Nursery and Southway Primary School share the objective of bringing out 'the best in everyone', enabling each student to become a balanced, happy and articulate person with intellectual freedom, confidence, compassion, integrity and a lifelong love of learning.

Employee rewards and benefits

At United Learning we are committed to ensuring our employees feel valued and appreciated. Because we are a group, we can reward you better than any school/nursery could alone, and this includes your employee benefits.

We offer a comprehensive range of benefits:

- 26 days paid annual leave, plus 8 statutory holidays per year
- Local Government Pension Scheme
- Access to over 250 exclusive benefits including free access to online wellness and workout classes and money off your weekly shop, high street purchases and meals out
- Continuing Professional Development options, tailored to your needs
- Competitive pay rates compared to the maintained sector
- Competitive maternity, paternity, and adoption benefits
- Free parking on site
- Free confidential advice and support is accessible through our Employee Assistance Programme
- Cycle to work scheme – we will help you buy your new bike!
- High-quality training and development opportunities to support your career growth
- Health Cash Plan - we offer a health cash plan giving you money towards essential medical treatment
- Have access to reduced Gym Membership in a state-of-the-art gym facility on campus, along with free parking on site
- Guaranteed personal day – 1 paid personal day each year, to use as you want



Through Westfield Rewards, staff gain access to a wide array of discounts and cashback offers from popular retailers and service providers across travel, entertainment, fashion, dining, and more. A standout feature is the cashback option, helping you save even more on everyday purchases.

Our pledge, to all our staff, is that by working for us you will benefit from **more pay, more time, and more support.**



The Application and Recruitment process

How to apply

Online application forms need to be completed by:

Wednesday 10 June 2026

Start date

1st September 2026

The selection process

We will treat all enquiries, formal and informal, in confidence.

All applications will be acknowledged by the recruitment system. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact Caroline Smith on 01243 810200 or email office@southwayprimary.co.uk

Interviews

Interviews will take place on **Tuesday 16 June 2026**

You will need to be available for this date. More information will be provided nearer the time.

Candidates will be offered full feedback on their interview.

Further information

Please visit the school and nursery websites for more information about both Southway Primary School and Stepping Stones Nursery.

To arrange an informal discussion/tour of the nursery and school please contact Caroline Smith, HR/Finance/PA to the Principal by telephoning 01243 810200 or emailing office@southwayprimary.co.uk to arrange a mutually convenient date and time.

We are working hard to become a more diverse organisation – which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

We are fully committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.



United Learning Child Protection Statement

United Learning is fully committed to the safeguarding of children – ensuring the well being of the child is paramount. For pupils to feel that they are able to do their best and achieve their true potential, it is important that they feel safe and supported in the school environment.

All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS), medical clearance and employment references. All shortlisted candidates will be subject to an online check.

Everyone working within our schools and academies, whatever their role, is acutely aware that issues to do with the protection of children are of the highest possible importance. Trust underpins everything that we do in schools. The parents of our pupils entrust the care of their children to us and together we are all responsible for their wellbeing.

In relation to safeguarding, United Learning aims to ‘prevent’, ‘protect’ and ‘support’ all its pupils by addressing child protection in the curriculum, pastoral activities and in the management of the school, and by empowering and enabling staff to be vigilant for vulnerable students through training and information dissemination.

All United Learning schools have policies which deal with safeguarding, child protection and safer recruitment, which are in accordance with the relevant local authority procedures and which comply with the DFE’s safeguarding children and safer recruitment statutory guidance. The individual school policies are available via each school’s website or by contacting your school directly.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

