

Windhill21

Recruitment
Information Pack

Premises Manager

March 2026

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Welcome from the Headteacher

Dear Applicant

Thank you for your interest in this post. I am delighted to have this opportunity to provide you with some details about our school and information about the post.

Windhill21 is an academy where every child is valued; a school which ignites the spark of curiosity, creativity and individuality. It is through our inspirational teaching and a culture of possibility that the children at Windhill21 achieve their potential. We believe that a 'growth mindset' attitude is essential; a belief that hard work and effort leads to success, not just natural talent or ability. Our outstanding OFSTED report and exceptional academic standards are only part of the story. Through dynamic teaching methods and an inspirational ethos, our children will inherit a lifelong zest for learning; building high self-esteem and a strong determination to succeed. The children at Windhill21 are encouraged to explore, invent and create. By steering their natural curiosity, we inspire children to be confident, bold and resilient, needing challenge.

We live in a global society and it is imperative that young people have an understanding of how their actions and choices impact on the lives of others. Our children represent our diverse community and we value the children's varied contributions. With this in mind, we are committed to developing an inquiry based international curriculum at Windhill21.

Alongside this, we recognise that ICT is progressing at an ever accelerating rate with the capability of exciting and enhancing our curriculum. Come and see our impressive range of technology we offer and how it is used to enthuse, inspire and immerse the children in their learning.

The strong team of Windhill21 consists of outstanding staff and governors who work tirelessly together using their expertise, enthusiasm and experience to move our school forward. Our dynamic approach and dedication will ensure continuing rewards for Windhill21. Rigour and accountability will be maintained along with a will for everyone, pupils and staff alike, to continue to enjoy success.

If the idea of working at Windhill21 excites you and you feel you have the skills detailed in the person specification, we will be delighted to receive your application.

Yours faithfully



Sarah Wood

Job Description: Premises Manager

Pay grade: H6 SCP 15

Salary: Actual salary - £30,024

Hours: 37 hours per week (Hours to be agreed but to include mornings).
52 weeks per year
Monday to Friday
Hours may be adjusted in school holidays, according to need.

The post holder is expected to have a flexible approach to their working hours and be prepared to work occasional evenings and weekends, on an agreed overtime basis.

Holidays are to be taken predominantly in the school holiday periods.

Responsible to: Office Manager

Closing Date: Friday 3rd April 2026

Purpose of the Role:

To be responsible for all matters relating to the operation of the school's buildings, grounds and equipment including security of the premises and related health and safety, maintenance and cleaning. This will ensure there is a safe and secure environment for staff, pupils and visitors.

Responsibilities:

Maintenance

- To be responsible for ensuring the security of school buildings, site and resources;
- To act as a designated key holder, providing out of hours and emergency access to the school site;
- To arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation;
- To be responsible for the operation of the school's heating plant;
- To advise and liaise with the Office Manager regarding faults, repairs and maintenance of the buildings, fixtures and fittings which require specialist attention and advising on appropriate remedial action;
- To manage the school's maintenance requirements to support a regular and cost-effective maintenance programme;

- Handyperson duties which may include minor repairs to buildings, furniture and fixtures and decorating tasks not requiring specialist skills;
- To manage the purchase of premises related equipment and supplies, within agreed budget;
- To be responsible for regular maintenance checks and follow-up actions;
- To be responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms).

Health and Safety

- Implement and monitor the school's health and safety policy;
- To be responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment;
- To undertake and review risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register;
- To carry out termly health and safety checklist inspections and follow up actions;
- To report health and safety matters to the school leadership team and governors, as required;
- To be responsible for regular maintenance checks and follow-up actions;
- To be responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms).

Contractors and Hirers:

- To arrange quotes to support the appointment of external contractors;
- To manage and monitor contracts and agreements for the provision of goods and services relating to the premises, ensuring work is completed to the required standard, co-ordinating projects, where appropriate, with minimum disruption to the work of the school;
- To manage the school's access for hirers in accordance with the school's lettings policy and hiring agreements.

General Duties:

- To liaise with other staff on premises related matters, including the trust premises team, premises assistant and cleaners;
- To monitor utility usage, taking action to reduce expenditure where appropriate;
- Portage duties, including movement of furniture and equipment within the school;
- Occasional cleaning duties, as required;
- To maintain records relating to the premises.
- To attend regular meetings with the Headteacher and Office Manager.

Person Specification: Premises Manager

	Essential	Desirable
Knowledge and Skills		
Good numeracy and literacy skills	X	
Basic knowledge of health, wellbeing and safety	X	
Awareness of keeping children safe	X	
Understanding of the school's ethos, vision and values.	X	
Minor DIY repairs and maintenance	X	
Awareness of Control of Substances Hazardous to Health (COSHH);	X	
Working knowledge of Health and Safety at Work;	X	
Knowledge of legionella and asbestos testing	X	
Manual Handling	X	
IT skills including Knowledge of MS Word, Excel and use of internet.	X	
A clean driving licence and willingness to drive the school minibus	X	
Experience working in a school		X
Competencies		
Communication (written and verbal)	X	
Growth mindset approach	X	
Active listening	X	
Planning, project management and organisation	X	
Motivation	X	
Customer service	X	
Ability to work with a minimum of supervision and within a team	X	
Flexibility and adaptability	X	