



WESTCOUNTRY
SCHOOLS TRUST



Hele's School



Premises Manager Candidate Pack

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Principal: Emma Clapham

 @HelesSchool



Application Procedure



Premises Manager

Salary: NJC Grade E (Scale points 15-20). Starting salary £30,024 FTE.

Hours: 37 hours per week x 52 weeks per annum

Required to start as soon as possible

This is an exciting opportunity to join Hele's School and Westcountry Schools Trust. Hele's is a supportive, friendly and oversubscribed learning community with a very good reputation. We wish to appoint an exceptional candidate, who possesses energy and creativity and can provide effective and efficient cover to support colleagues. If you are motivated by the prospect of being part of 'Team Hele's' and by working alongside others who share a passion and determination to provide the very best opportunities of our young people, then we would very much welcome your application.

If you would like to join us and feel you could thrive in a collegiate and positive atmosphere, then we'd love to hear from you!

Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

The closing date for this application is **9.00am on Wednesday 14th January 2026**

Shortlisting will take place on **Thursday 15th January 2026**

Interviews will be held on **Tuesday 20th January 2026**. If you have not heard from us by this date, you should assume that your application has been unsuccessful. Prospective candidates are welcome to telephone the school for additional clarification if they wish.

With 31- strong cross-phase MAT we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.

Equality Statement

Hele's School affirms its opposition to unfair discrimination and commits itself to a comprehensive policy of equal opportunity. At Hele's we regard all members of our school as being of equal value and that each person has the right to equality of opportunity. We aim to create an atmosphere, which actively explores and counters myths, fears and prejudices that can work against equality of opportunity. No individual or group should be discriminated against on the grounds of their racial group, religion, sexual orientation, disability, ethnicity, nationality, age, gender, gender identity or political affiliation. Bullying and harassment

will not be tolerated. Sexual and racial harassment, including persecution on the grounds of sexual orientation (i.e. homophobic bullying), are disciplinary offences and relevant policies will be followed in such circumstances.

Hele's School is committed to safeguarding and promoting welfare of children and young people and expect all staff and volunteers to share this commitment; therefore, all posts will be subject to a satisfactory DBS Enhanced Disclosure.

Welcome from the Westcountry Schools Trust



Welcome to Westcountry Schools Trust (WeST), and thank you for your interest in this exciting position at Hele's School.

This post presents a fantastic opportunity to work in a dynamic, ambitious school and a tight-knit team of dedicated staff, governors and trustees committed to providing the very best experiences and support for the young people in our care. The Pupil Admission Number at Hele's increased from 210 to 240 students in September 2019, and each intake since has been over-subscribed at that number with a waiting list, such is the popularity of the school.

Beyond the boundaries of Hele's School, you will have the opportunity to work and contribute to the development of a cross-phase family of twenty-seven schools. We are passionate about our children benefiting from the blend of education in which we believe and know that we can only achieve this by creating the right climate for our staff to excel and feel professionally rewarded. As such, you will work amongst a wide team of colleagues who are mutually supportive and value high quality professional development.

If you share our passion for children succeeding, regardless of their starting points, and believe you have the skills and energy to make a difference to the lives of our young people, we very much look forward to you joining our team. We actively appoint people with a strong sense of moral purpose and a desire to help all students – we firmly believe that education can make a difference to the life chances of *all* young people. Our promise to you as a colleague working in a Westcountry Schools Trust establishment is that you will be valued, empowered, invested in and grown in this role, supported to move on to the next stage in your career, whatever and wherever that may be.

Rob Haring
Chief Executive Officer, WeST



A message from Emma Clapham, Principal



I take great pleasure in welcoming you to Hele's School! We are a school with a tradition of academic excellence, high aspirations and a big heart. A school that students and staff are proud to attend. A school where we never compromise our insistence that everyone is valued, learns, enjoys and achieves. Expectations for staff and students are unapologetically high, and very simple; be kind and work hard, both to do things right and to do the right thing...*even when no one is looking!*

Our mission is to support and challenge everyone, adult or child, to continually get better. We have a 'no excuses' philosophy which reinforces our belief that all of us can improve and nothing is impossible. Quite simply, it isn't about being 'the best' at something, as being 'the best' is temporary. Instead, we seek to ensure we get better each day – that's permanent growth and ensures we never stop aspiring. It is for this reason that recognising and celebrating endeavour, as well as achievement, is something we hold dear, for staff and students alike.

We work hard at providing an inclusive, calm, and purposeful learning environment, with students committed to excellence, and aim to ensure all students have opportunities to enrich their learning and discover new skills and interests through a breadth of curricular and extra-curricular opportunities to excite and engage young people. In short, we are what we believe school should be.

Having been a Senior Leader at Hele's for the past decade, I am extremely proud to now lead the dedicated and enthusiastic team of staff who are passionate about working with young people and are committed to ensuring that those entrusted in our care get the best life chances possible. Everything we do is shaped by our determination to ensure that each and every child has a positive and memorable experience of school and leaves with every opportunity open to them to ensure they can choose their path through life. We look to shape young people who thrive, flourish and, crucially, are happy.

In terms of curriculum, we offer a traditional and broad offer across Key Stages 3, 4 and 5. We focus on opportunities to develop teaching and learning at every turn and, importantly, teachers at Hele's have a resolve to be the best they can be in the classroom. Our extended pastoral team ensure our core purpose to keep children safe and remove barriers to learning is fulfilled so that young people can be inspired, can aspire and can achieve. In return we expect a buy in to our belief that we all have an active role to play in making our school a great place to be, which manifests itself in every child displaying the highest standards of commitment to learning, pride and care.

Hele's is a community committed to personal and professional growth of all, with dedicated staff, supportive families and committed students. I have no doubt that the right candidate will be happy, supported and fulfilled being part of Team Hele's and will take great pride in what we can achieve together for our community and for each other. I do hope you are inspired to apply for this post and I look forward to reading your application.

Thank you in advance for the time and emotional investment that I know you will commit to this process.

With very best wishes,

Emma Clapham
Principal

About Hele's School

Hele's School is a larger than average 11-18 comprehensive school in Plympton, Plymouth. Plympton sits at the northeastern edge of the city, bordering the South Hams area of outstanding natural beauty.

The school makes use of the closeness of Devon's countryside and moors and Plymouth's waterfront with a thriving Cadet Corps and Duke of Edinburgh Scheme. Our Combined Cadet Force (CCF), incorporating Army, Royal Navy and Royal Air Force corps, is one of our unique selling points, providing a visible presence both in the school and the wider community and opening countless opportunities for our students around leadership, teamwork and personal presentation, outdoor pursuits, to name just a few.

In recent years, the Pupil Admission Number has increased to 240 in each year group and a period of capital investment to meet this growth is being planned. There are 1350 students in the school, which includes a thriving Sixth Form of 210, based in specialist accommodation.

Hele's has a proud and long history as a caring school with a strong reputation for excellence and providing opportunity. It enjoys the support of an active parent body, who share our determination to provide the highest quality of education and pastoral care for their children. Students' attitudes to learning are good; they are well behaved, and attendance and punctuality are excellent. In short, the young people entrusted to our care want to learn and are delightful to teach.

Our pastoral system is organised around year groups with an 8-form entry and leadership from a teaching Head of Year and a non-teaching Pastoral Support Manager for each year group. There is a 30-minute tutor period each morning with a Guided Reading Programme and a strong programme of Personal Development in this time, supported by weekly assemblies. The pastoral leadership team and tutors remain with the tutor group and take them through from Year 8 to Year 11 so that the relationship between tutor and students is deep and sustained, and family connections with school become trusted and embedded. Year 7 remains as a separate year team of specialist tutors and Head of Year so that we can ensure an exceptional start to secondary school for every child.

Post-16 has a mix of Year 12 and Year 13 students in each Tutor group. We use every opportunity to harness the expertise and interest of our Post-16 learners to act as leaders and mentors to younger students in all manner of ways, including having a visible Junior Leadership Team (JLT) to act as an important conduit for student voice and school improvement.

An excellent professional body of teachers and a hardworking and effective team of associate staff is a hallmark of the school and Hele's is fully staffed in all areas with specialist teachers. Middle Leaders form an active and effective Joint Leadership Group (JLG) with Senior Leaders, and the JLG is the driving force behind school improvement.

The curriculum structure is currently based around a 2-year KS4, with GCSE options ordinarily taken in the spring term of Year 9. We operate a 2-week timetable with 50 lessons a fortnight, each of 1-hour duration. The school day runs from 8.40am to 3.10pm, allowing plenty of time for the well-developed and rich extra-curricular provision, which includes a mix of academic, sporting, performance and personal development opportunities, as well as a newly-implemented Guided Reading Programme that runs for all year groups (except for Year 11 and Year, which have an intervention programme) in Tutor time.

Hele's plays its part fully in the Westcountry Schools Trust, in Plymouth and beyond; the Principal has a passion and commitment for Hele's to be outward-facing, and the school and trust regularly contribute to national, regional and city-wide initiatives on a range of fronts, maintaining a strong relationship with the Local Authority, the Regional Directors, and other organisations across the country.

History of Hele's School

Elize Hele was born in Brixton in about 1560 and although he lived most of his life at Fardell, Cornwood, on the outskirts of Plympton, his final resting place is in St Andrew's Chapel in Exeter Cathedral. Having no heirs, Elize left his wealth to be used for "pious uses". A number of schools in the South West were founded out of his estate by his trustees, including the grammar school at Plympton, which was, until its temporary closure at the end of last century, known as Hele's School, Plympton.

The old grammar school building, which still stands in Plympton St. Maurice, was completed in 1671. Next to it stood the Schoolmaster's house in which Sir Joshua Reynolds was born. It is a surprising fact that the old grammar school produced four distinguished artists: Sir Joshua Reynolds, the first President of the Royal Academy; James Northcote; Benjamin Haydon and Sir Charles Eastlake, President of the Royal Academy and the first Director of the National Gallery.

The school faced many difficulties in the latter part of the nineteenth century and was eventually forced to close in 1903, before it was reconstituted by Devon County Council as a co-educational grammar school in 1921 called Plympton Grammar. The school grew and prospered and moved to its present site on Seymour Road in 1937.

New extensions were opened from 1970, and in 1983 refurbishment took place in preparation for reorganisation into an 11 – 18 mixed comprehensive school and it reverted to its old name of Hele's School.

In the decade from 2000, Hele's benefited from three specialisms - Languages, Maths & Computing and Applied Learning - and enjoyed national acclaim as a Language College. This strength continues, despite the change to national policy and the subsequent removal of funding, and international links and internationalism remain important.

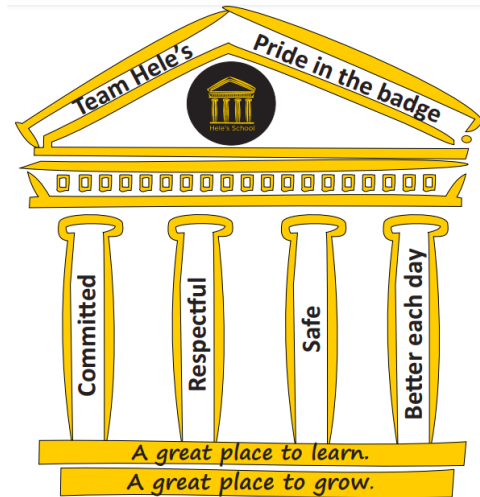
The school became a Converter Academy in April 2011 and operated as a Stand-Alone Academy Trust for the following 7 years. In September 2018, Hele's joined a Multi Academy Trust, the Westcountry Schools Trust (WeST), which it played a key part in co-constructing.

Stronger Together

A now 31-strong cross-phase MAT of 23 Primaries, 8 Secondaries, plus an Adult Training Provider, the Westcountry Schools Trust is geographically tight but spans Devon, Plymouth and Cornwall. With the strength of collaboration and ambition, the capacity for shared school improvement, leadership development and collaboration is limitless. The WeST aspiration of '*Every child in a great school*' sits well with the Hele's vision (and vice-versa) and the strap line '*Stronger together*' articulates our shared ambition to ensure that this aspiration becomes a reality.

There remains a strong commitment, professionalism and moral imperative amongst the Hele's staff and Local Governing Body to ensure we provide the young people in our care with an educational and pastoral support experience that is first class in every aspect. This is very much supported by the WeST Trust Board and strategic direction of the MAT. We have a burning ambition and determination to put Hele's firmly on the map locally, regionally and nationally and to be recognised as an outward-facing, aspirational and collegiate centre of excellence, which remains committed to continuous improvement.

HELE'S SCHOOL AMBITION



Our school's purpose:

To warm hearts and to light fires in minds. Our ambition is to inspire confident learners who will thrive in a changing world, never fearful of taking risks and learning from mistakes made as part of their growth. We hold dear the belief that 'people matter', and the quality of personal relationships at all levels is central to ensuring a safe, happy, caring, inclusive environment.

Vision:

We pride ourselves on being an outward-facing school community that delivers outstanding academic and personal outcomes for all.

Mission:

We instil a passion for learning - for child and adult alike.

We allow everyone a chance to shine.

We provide a safe, happy community, where we are all supported and challenged to be the best we can be.

We believe there is no ceiling to aspiration.

We ensure a growth mindset culture pervades all we do.

We celebrate endeavour at every opportunity.

We grow 'future fit' young people.

We are a school in the heart of the community and with the community in our heart.

We develop and maintain a reputation for excellence - locally, regionally and nationally.

We remain restless for continuous improvement, always striving to be better.

Values:

We dream big, aim high and work hard.

We have pride in all we do and all we are.

We respect each other, our environment, and ourselves.

We ensure outstanding learning is at the core of our provision.

We do things right, and we do the right things.

We have high expectations of and for every person.

We strive to be better each day – as adults and as young people.

There are no excuses – all can achieve no matter their starting point.

We 'walk the talk' and all play our part in ensuring Hele's is a great school to be part of.



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION



Job Title:	<i>Premises Manager</i>
Location:	<i>Across the Trust (based at Hele's School currently)</i>
Grade/salary:	NJC Grade E (Scale points 15-20)
Hours:	37 hours per week x 52 weeks per annum
Reports to:	<i>Operations Manager</i>
Responsible for:	<i>Premises/Caretaking and Cleaning teams</i>
Key relationships:	<i>Operations Manager, Premises/Caretaking and Cleaning Staff</i>

Job Purpose

The Premises Manager supports the effective operation of the trust and works to uphold and promote its vision and values.

To be responsible for all aspects of site management including a wide range of duties connected with the fabric and grounds of the school. This includes Security, cleanliness, portage, monitoring contractors, routine maintenance, decorating and minor repairs, compliance, refurbishment. The day-to-day management of a team of caretakers & cleaners including the allocation and monitoring of work and performance, weekly rotas and cover arrangements. To be responsible for the management of Premises Budgets, buildings running costs, ordering and replacing stock.

Main Duties and Responsibilities

- At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
- Lead & manage the caretaking and cleaning teams through appropriate supervision and delegation, reporting to Operations Manager. Ensure work rotas are in place to cover the site for security, opening hours, & lettings
- Assist in the strategic maintenance of Estates.
- To assist Operations Manager in actioning any planned, estates refurbishment projects.
- To lead and run the annual maintenance program.
- Responsible for delivery of the security of premises and their contents; the post holder must be available for emergency call out.
- Aiding where necessary in the opening/closing of the school. Ensure site is secure and alarmed correctly.
- Oversee the continuous inspection of the school for damage and vandalism, making good immediately any defects and reporting to the Operations Manager.
- Forward planning of work in accordance with the requirements of the weekly/termly events schedule.
- Practical skills essential to include decorating, plumbing. Capable of producing work of a high standard in a number of practical skills areas.
- Responsibility for control of consumable materials.
- Monitoring continuously the School's compliance with the Health and Safety at Work Act.
- Promoting the School's image.

The post holder must have a current, full (not provisional) driving licence

Security of premises

1. Responsibility for ensuring alarm, fire extinguisher and emergency lighting are checked on a regular basis and recording of these checks is undertaken.

2. Ensure a daily visual inspection of the building for damage and break-ins is undertaken.
3. Liaise with the Operations Manager and in his/her absence the Police/Fire Brigade in cases of break-ins and fires etc.
4. Responsibility for safety of school site after break ins/vandalism is undertaken. Report incidence to the Operations Manager, ensuring any isolation works have been taken and appliances are made safe.
5. Ensure a high level of security in areas which IT or other expensive resources are kept.

Maintenance

1. Ensure enhanced DBS's are available for all contractors who attend the school site. If no enhanced DBS is available, then ensure contractors are accompanied around the site as necessary. Ensure that work is satisfactorily completed. Identify and report any repairs, maintenance and replacement that require rectification. Discuss with the Operations Manager.
2. Initiate orders for repair.
3. Liaise with staff from other departments to carry out maintenance work. (subject to the capabilities of the post holder).
4. Responsible for ensuring that arrangements for maintenance and minor repairs are carried out as quickly as possible.
5. To install, maintain or repair items as appropriate to the fabric of the building, for example (subject to the capabilities of the postholder):
 - a. Plumbing (e.g. leaking taps)
 - b. Joinery
 - c. Painting and decorating
 - d. Plastering small areas
 - e. Re-glazing at ground level
 - f. Electrical (to make safe broken fittings etc.)
 - g. Gas (to make safe leaks – isolate supply at the earliest opportunity).
6. To report emergencies in the case of faults with gas, electric and water supply to the Operations Manager or the Director of Estates
7. Responsible for the checking and replacement of faulty lights, tubes, bulbs, diffusers and starters on a regular basis. Fit or change electrical plugs if competent. Ensure that light fittings are cleaned and test their operation weekly.
8. Ensure any MCB's that need replacing are replaced with manufacturers recommended fuse. Ensure fuse boards are checked where a circuit has been broken. Note: electrical repairs should only be carried out with the relevant training - repairs to fuse boards are to be carried out by a qualified electrician only.
9. To ensure heating plant and equipment is effectively operated, making adjustment as necessary.

Cleaning tasks (assisting caretaking staff as required)

1. Responsible for the cleaning team to ensure high standards of cleaning and hygiene through the school site. Monitor attendance and arrange absence cover as required.
2. Responsible for ensuring that caretaking equipment is clean, safe to use, and correctly stored.
3. Responsible for ensuring that basic maintenance of caretaking equipment in accordance with the manufacturer's instructions. Report faults to the Operations Manager.
4. Support caretaking staff to undertake emergency cleaning and other occasional cleaning as specified during normal hours after ill children, floods, or other incidents, or additional cleaning in toilet areas.
5. Support caretaking staff to mop up and remove spillages, floods, vomit, waste and other substances requiring removal in line with agreed procedures.
6. Carry out an inspection after staff/contractors have completed their tasks, reporting any problems to the Operations Manager, or ensure that room(s) are brought up to the required standard.
7. Responsible for organising where necessary, the:
8. Clean and tidy all yards, paths, gullies and drains on a regular basis.

9. Empty external litter bins.
10. Daily check for graffiti.
11. Removal all litter and leaves from hard/soft ground areas related to the site and internal areas of site are litter free.
12. Arrange cover for basic groundsman ship duties when assistance or cover is required.
13. Organise the clearing of snow off main paths, steps and ramps to facilitate safe access of students and staff to premises. Grit as necessary.

General duties

1. To impart special skills and knowledge to colleagues as appropriate.
2. To ensure/undertake portage tasks as required including setting up and clearing away furniture and the distribution of goods delivered to the School.
3. Support the premises team with the setting out and putting away of any furniture and equipment for functions, and meetings.
4. Arrange temporary signs in car parks and buildings as necessary.

Administration

1. With the Operations Manager ensure compliance with health and safety requirements in order to maintain a safe and healthy environment for all site users.
2. In consultation with the Operations Manager, order and collect goods required for the efficient completion of any caretaking or maintenance job. Ensuring the proper and efficient use of fuel, materials and equipment provided to carry out the role.
3. Oversee in consultation with the Operations Manager the monitoring of stock levels of items such as grit, toiletries, light bulbs/tubes and cleaning materials and ensure an order is placed when stock needs replenishing.

Other

1. To oversee and undertake staff training as necessary. Ensuring whole school staff are in date for the relevant training e.g. Fire Marshall, First Aid, safeguarding
2. To monitor minibuses. Ensuring the minibuses are kept in a clean and tidy condition, fuelled and as required delivering minibuses for maintenance and repairs. To collect and deliver passengers and/or goods as required. Monitor weekly maintenance checks on the vehicle(s) (e.g. oil, tyre pressures and condition, brakes (visual), water, etc.) in accordance with the Trust's drivers' handbook.
3. To understand and observe the policies and procedures of the Academy.
4. To carry out any other duties as directed by the Operations Manager.
5. Hele's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.
6. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
7. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
8. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
9. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	or Essential Desirable	Application Form	(or Interview other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
COMPASSION:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
ASPIRATION:			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
INTEGRITY:			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
COLLABORATION:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
QUALIFICATIONS:			
Recognised building trade qualification or apprenticeship, or equivalent experience	E	X	X
Good numeracy and literacy skills	E	X	X
ICT skills	E	X	X
Certificates in or willingness to undertake the following training: <ul style="list-style-type: none"> PAT testing Health & Safety Fire Awareness Asbestos Awareness Legionella Manual Handling 	D	X	X
EXPERIENCE:			
Experience of maintenance work in a professional capacity	E	X	X
Previous estates facilities experience	D	X	X
Previous supervisory experience	D	X	X
KNOWLEDGE, SKILLS AND ABILITIES:			

Understanding of security	D	X	X
Knowledge of relevant Health and Safety legislation	D	X	X
FURTHER REQUIREMENTS:			
Good DIY skills	E	X	X
Ability to work on own initiative leading by example & supervising others	E	X	X
Good organisational skills	E	X	X
Stay calm in an emergency, for example of there is a break-in or fire	E	X	X
Be able to interpret technical information and to work within policies	E	X	X
Good interpersonal skills	E	X	X
Good communication skills	E	X	X
Ability to develop and maintain good relationships with colleagues and external agencies	E	X	X
Ability to carry out building repairs	D	X	X
Able to work in a school environment	D	X	X
To be willing and able to meet the physical demands of the post	D	X	X
To have excellent records of attendance and reliability	D	X	X
Ability to move loads	E	X	X
Ability to work at heights	E	X	X