

Premises Operative

APPLICATION PACK



Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We are proud to be part of Altus Education Partnership Trust and are driven to fulfil our mission and vision:

OUR MISSION

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.

OUR VISION

To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough

Our staff are integral to realising this, and therefore it is my aim as headteacher to ensure that we work as a team, look after each other, and ensure that Edgar Wood is a fulfilling place to work. We are looking for staff who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

Should you decide to apply to Edgar Wood it is important that you know that this is the right place to take the next step in your career, and therefore visits to our academy prior to application are encouraged.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

A handwritten signature in brown ink, appearing to read "Paul Jones".

Paul Jones
Headteacher

Making your application



I hope that when you read this pack you are inspired to apply for the post.

Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

Deadline

The deadline for the post is **19th February 2026** (to arrive no later than 12.00 midday).
Interviews are yet to be confirmed.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

The post will be paid on the **School Support pay spine, Scale Point 1 – 3 (£24,413 - £24,796)**

Start Date

As soon as possible

For an Application Pack

1. Visit www.altusep.com
2. Contact Sophie Bailey – HR Officer: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Kingsway Park High School** is an Ofsted-rated Good school with a strong track record of providing students with an excellent education. The Academy recently benefitted from a new teaching block, which opened in late 2024.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

Role Description

Job Title:	Premises Operative
Reports to:	Premises Manager
Contract:	37 hrs per week - Permanent, 11am – 7pm during term time, 8am – 4pm during school holidays
Salary:	School Support pay spine, Scale Point 1 – 3 (£24,413 - £24,796)
Start Date:	As soon as possible

Overall Purpose of the Post

- To support the school to ensure the proper maintenance and upkeep of the school premises.
- Supporting the efficient operation of facilities by assisting with daily cleaning, maintenance, repairs, and general upkeep of buildings and grounds.
- Tasks include cleaning, minor repairs, deliveries, and ensuring the safety and functionality of the facilities

Specific Responsibilities

- Assist the Headteacher and Premises Manager with the day-to-day cleaning and operations of the school site, including opening and closing the building.
- Carry out routine internal and external maintenance and repairs to the building fabric as needed.
- Complete scheduled cleaning and maintenance checks and accurately record them using the We Are Every system.
- Perform regular inspections of plant equipment, including the Building Management System (BMS), and promptly report any faults.
- Operate and regularly check systems such as heating, cooling, lighting, and security (including CCTV and alarms).
- Support school lettings by setting up and dismantling equipment as required.
- Undertake cleaning duties throughout the school premises.
- Replace lighting tubes and lamps to maintain appropriate lighting levels.
- Maintain site security, including key holding (out of hours), operating fire and intruder alarm panels, and reporting any faults.
- Act as designated keyholder, providing emergency access to the site outside of school hours.
- Take remedial action in response to security issues when necessary.
- Report any incidents of unauthorised access or damage through the appropriate channels.
- Keep external areas clean and tidy, including managing outdoor waste bins.
- Ensure the school and its grounds are maintained as an attractive, clean, and safe environment for all users.
- Assist with weekly setup and relocation of materials and equipment.
- Undertake general portage duties, including moving furniture and equipment.
- Arrange emergency repairs when needed.

- Procure quotes for routine maintenance work and contribute to the management of the premises budget.
- Monitor and order materials and supplies.
- Oversee onsite maintenance contractors, ensuring work meets required standards and timelines.
- Report faults in cleaning and maintenance equipment using the We Are Every system.
- Respond swiftly to emergencies as they arise.
- Ensure health and safety standards are upheld on-site and report any concerns in line with school policies.

Key Duties and Attributes

- Collaborate effectively with staff, students, parents, and visitors.
- Work alongside Altus central staff, including the Health and Safety Representative, to maintain a safe environment and suggest improvements.
- Complete routine health and safety checks covering water, fire, intruder systems, lighting, electrics, gas, etc.
- Undertake regular health and safety inspections of buildings, grounds, fixtures, fittings, and equipment, ensuring compliance with fire regulations.
- Follow all procedures outlined in the Health and Safety Policy and handbook.
- Adhere to COSHH regulations and ensure safe working practices.
- Observe and report issues identified in risk assessments of buildings, premises, and grounds.
- Carry out general maintenance and minor repairs that do not require a qualified tradesperson.
- Support the upkeep of statutory compliance records and ensure contractor documentation is maintained via We Are Every (training provided).
- Maintain logs for fire safety, asbestos, legionella, and other compliance areas in the required format.
- Take responsibility for all site-related reporting, including maintenance, cleaning, and repairs.
- Act as a primary keyholder, managing site security and alarm systems.
- Undertake other duties of an equivalent nature as determined by the Headteacher.
- Be a competent DIYer with practical problem-solving skills.
- Have experience in school cleaning and a good understanding of cleaning standards.
- Be adaptable, proactive, organised, punctual, and reliable.
- Demonstrate a friendly, team-oriented attitude.
- Promote equality and diversity across the school.
- Comply with and support policies related to child protection, health and safety, confidentiality, and data protection.
- Participate in training, meetings, and performance development activities as required.
- Appreciate and support the role of other professionals.
- Be willing to undertake all required training, including safeguarding, fire warden duties, asbestos awareness, legionella management, and more.

Support for the School

The post will:

- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural linguistic, religious, and ethnic background.
- Contribute to the School ethos, aims and development/improvement plan.

- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.
- Perform any other duties as required.

Other:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An Enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Facilities Operative: Person Specification

Criteria	Essential/Desirable	How identified
Qualifications and Experience		
Level 2 (GCSE) or equivalent in English and Maths.	E	Application form
Able to use basic IT systems	E	Application form/Interview
First Aid at Work qualification or willingness to work towards one.	E	Application form/Interview
Experience of delivering a facilities or estates maintenance function or programme.	D	Application form/Interview
Experience of working within a Health and Safety framework.	D	Application form
Experience using fire, access control, security, or CCTV systems.	D	Application form/Interview
Able to operate fire safety procedures to meet fire safety regulations.	D	Application form/Interview
Experience of maintaining a property/estate.	D	Application form/Interview
Experience of undertaking tasks using a range of skills to include some or all – Cleaning, painting, general maintenance (Competent DIYer)	E	Application form/Interview
Skills and Knowledge		
Good interpersonal skills, with the ability to work with a range of colleagues, external hire, external contacts, and students.	E	Application form/Interview
Ability to follow procedures and the aptitude to determine when a situation requires special consideration, escalation, or referral to a manager.	E	Application form/Interview
Whenever required be able to work unsupervised when maintaining the delivery of the day-to-day services provided by the Estates Department for example cleaning and maintenance tasks.	E	Application form /Interview
Ability to undertake tasks that require physical effort, e.g., lifting, portage duties, working at height.	E	Application form /Interview
Good communication skills and the ability to maintain excellent professional relationships with young people, colleagues and other stakeholders.	E	Application form/Interview
High standards of quality in relation to keeping a building and grounds clean, safe, and well maintained.	E	Application form /Interview
Able to travel to other sites (within Rochdale) when needed.	D	Application form /Interview
Awareness of the Equality Act and Health and Safety legislation	D	Application form
Self-motivated with a willingness to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of the Trust as requested.	E	Application form/Interview



Edgar Wood Academy
Heywood Old Road
Heywood
OL10 2QN

Tel: 0161 676 9620
Email: info@edgarwood.org

Altus Education Partnership
Suite F4, No.2 The Esplanade,
Rochdale OL16 1AE

Tel: 01706 769999
Email: info@altusep.com

www.altusep.com