



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE



# We're Hiring

## Recruitment Booklet Assistant Premises Manager

**COCKBURN SCHOOL**   
Specialist status in the Performing Arts Learning for Life

**COCKBURN JOHN CHARLES ACADEMY**   
Learning for Life

**COCKBURN LAURENCE CALVERT ACADEMY**   
Learning for Life

**COCKBURN INGRAM ROAD ACADEMY**   
Learning for Life

**FOOTSTEPS**  
to success



**MIDDLETON PRIMARY SCHOOL**



**COCKBURN REACH ACADEMY**   
Learning for Life

 **MINDFUL EMPLOYER**



**0113 271 9962**



**recruitment@cockburnmat.org**



**www.cockburnmat.org**

# Job Description – Assistant Premises Manager

<b>Post:</b>	<b>Assistant Premises Manager</b>
<b>Required:</b>	<b>June 2026</b>
<b>Pay scale and salary:</b>	<b>C1, SCP 12 - 17 (£28,598 - £31,022 FTE)</b>
<b>Contract Type:</b>	<b>Permanent</b>
<b>Hours of work:</b>	<b>Full Time, 37 hours per week</b>

**Accountable to:** Premises Manager

## **Purpose of Role:**

Support the Premises Manager by taking responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of site services. Manage other site staff including allocation and monitoring of work and performance appraisal. Oversee external contractors working on site. To assist with making sure the building management system is running efficiently keeping the building compliant with Health & Safety regulations.

## **Main Duties:**

- Assist the Premises Manager in managing the school premises
- Deputise for the Premises Manager in their absence
- Carry out banking duties
- Submit Purchase Orders in the absence of the Premises Manager
- Undertake checks on Building Management System
- Undertake weekly walk-arounds with the Premises Manager to be able to efficiently fix any issues that arise
- Undertake weekly testing on fire alarm/sprinkler systems reporting any faults to Premises Manager
- Assist in Annual PAT Certification
- Undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism/arson
- Allocation and monitoring of work using Premises ticketing software
- Operate as part of the premises team
- Lead on discrete areas within an agreed system of supervision
- Assist in managing maintenance, security and facilities systems on school sites and premises

- Contribute to the planning, development and monitoring of premises services and supervision, training and appraisal of caretaking/cleaning staff and contractors
- Assist in the regular security checks to be undertaken and advise on how security risks can be minimised
- Assist with managing the fire safety equipment provision and scheduling of fire drills
- Assist with managing of the alarm systems, CCTV or surveillance equipment where appropriate
- Oversee the activities of external contractors on-site and supervise maintenance contractors and undertake regular site inspections
- Make arrangements for effective response to an emergency call out in the absence of the Premises Manager
- Identify defects and record repair and maintenance requirements
- Ensure that heating and lighting systems are maintained and operated
- Undertake specialist cleaning tasks
- Coordinate deliveries to the school site
- Assist the Premises Manager to monitor performance of service contractors and record performance against specified standards
- Assist the Premises Manager with the creation and maintenance of purposeful, orderly and productive working environment
- Promote and ensure the health and safety of students, staff and visitors at all times
- Assist the Premises Manager with ensuring the maintenance/quality/safety of specialist equipment
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide highly specialist advice and guidance as required
- Assist the Premises Manager with the selection and management of resources, including regular audit of resources
- Assist with the management and supervision of lettings including premises, lettings and associated income, building and projects etc.
- Assist in the management of Health & Safety risk assessment and dissemination and compliant with health and safety policies and procedures
- Liaise with outside contractors such as Waste Management, Groundskeeping and Sanitary Disposal
- Attend all appropriate meeting e.g. Site and Buildings or Health & Safety Committee
- Undertake induction/appraisal/training/mentoring for other staff
- Be aware of and comply with the policies and procedures relating to child protection, health & safety and security and confidentiality reporting all concerns to an appropriate person
- Contribute to the overall work/ethos/aims of the school
- Ensure compliance by self and others with all health and safety policies and procedures

- Ensure safe use by self and others of equipment and materials
- To undertake any other duties that are commensurate with the post
- The postholder will be required to work flexibly to deliver an efficient service
- There will be regular contact with students, colleagues, other members of staff, line managers and internal and external customers

### **Any other duties and responsibilities:**

- All the above duties and responsibilities to be carried out in accordance with Cockburn Multi Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities including preventing sexual harassment, Data Protection and Health and Safety
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
- Be aware of and support differences ensuring fairness and equal opportunities for all
- Contribute to the overall vision and values of the Trust
- Enable and support the role of other professionals
- Work collaboratively and effectively as part of a team
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and professional development as required
- Flexible and to work at different sites as required

**The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

# Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<b><u>KNOWLEDGE / QUALIFICATIONS</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Awareness and understanding of basic safety and security measures	*		A/S
Working knowledge of relevant policies/code of practice/legislation		*	A/S
Knowledge of Health & Safety procedures and precautions	*		A/S
Knowledge of COSHH regulations		*	A/S
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	*		S
Awareness of health and hygiene procedures	*		A/S
Knowledge of moving and handling procedures	*		A/S
Participate in development of training opportunities	*		A/S
Knowledge of Building Management Systems (BMS)		*	A/S
Knowledge of basic fire regulation requirements		*	A/S
Knowledge of using mechanical cleaning equipment		*	A/S
<b><u>SKILLS</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Ability to organise, motivate and manage a team		*	S
Ability to relate to people both in person and on the telephone	*		S
Ability to use ICT effectively	*		S
Ability to deal with day to day issues on own initiative	*		A/S
Ability to move heavy furniture	*		S
To possess DIY skills	*		S
Ability to relate well to children and adults	*		S

Ability to drive and have a clean driving license	*		A/S
Ability to complete a PAT (Portable Appliance Testing) records		*	A/S
<b><u>EXPERIENCE</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Handyperson experience	*		A/S
Experience of managing a team		*	A/S
Caretaking/site-keeping experience in a school or similar environment		*	A/S
Experience of working within a cleaning environment		*	A/S
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	A/S
<b><u>PERSONAL QUALITIES</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		S
An ability to respect sensitive and confidential work	*		S
Commitment to own personal development and learning	*		S
<b>Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.</b>			
<b>This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.</b>			
<b>Cockburn MAT is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.</b>			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	

# COCKBURN

## CAREER PATHWAYS

What job roles am I interested in?

### Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

### Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

### Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

### Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

### Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

### Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

### Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

### What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

### Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

### Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

### What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

### How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

### Smart clinic resources

Self-care and personal development

### National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

### Our values and ethos

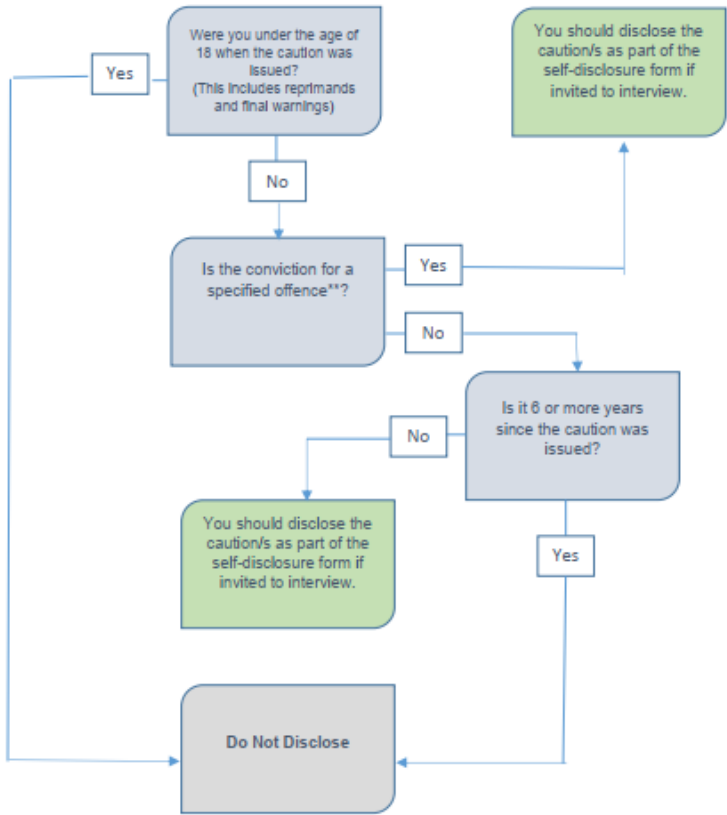
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

## SUPPORT STAFF



**COCKBURN**  
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**Disclosure of a Caution**  
( this includes reprimands and final warnings)



\*\*<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

**Disclosure of a Conviction**  
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

\*[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf)

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