



Candidate Information Pack

Premises Assistant

Permanent - 40 hours per week, 52 weeks

Scale C, Spinal Point 3-5

Salary £28,902.00 to £29,728.00



Our Story

The Kingston Educational Trust, founded through an alliance between Kingston University, Kingston College and The Royal Borough of Kingston. Our trust brings together expertise from across the full range of education and children's services. Our leaders are fully engaged with the challenges of teacher recruitment and retention, recognising that our strength as a trust is very largely due to the quality of our people.

Our schools have a track record of outstanding performance



Mrs Sophie Cavanagh
Executive Director, KET

Excellent Behaviour

The Trust's approach to behaviour is rooted in our child-centred, inclusive approaches. We know that pupils behave well and perform at their best when they feel a sense of belonging; where they feel known, respected and safe. This begins with safeguarding, our number one priority in every school.

... and an Inclusive mindset

Inclusivity is fundamental to KET and one of the key values that underpins everything we do as a trust. At Fern Hill Primary the principle of early identification and intervention is integral to the provision of effective support and is underpinned with regular assessments from the outset.

Premises Assistant

Kingston Educational Trust is seeking a proactive Premises Assistant to join our friendly team. The post holder will contribute to all aspects of the Trust's facilities management and premises.

We welcome applications from candidates with the following attributes for the role:

- Good basic DIY skills, and be able to undertake routine repairs and maintenance tasks;
- A hands-on approach to day-to-day building upkeep;
- Ability to use own initiative and work independently when required;
- Ability to organise and prioritise workload.

Working collaboratively within the premises department, you will help maintain a welcoming and well managed environment for staff, visitors and the Trust community.

As a growing trust, we have high aspirations for all and are committed to inclusion across our schools. We are continually looking for the marginal gains that can be achieved by adapting existing practices and have made the most of the power of new technology in the classroom

“Children get one chance. We must be the best we can be today and strive for elevated performance every day thereafter”



Role Information

Core Purpose

Working under the direction of the Premises Manager to ensure that the school site is clean, secure and safe for all users. To be committed to safeguarding and promoting the welfare of children at all times.

Maintenance

- Undertake appropriate repairs and improvements e.g. redecorating and erecting shelves; minor plumbing, changing light bulbs unblocking drains and toilets.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory e.g. cleaning duties such as graffiti removal, litter-picking and leaf clearance.
- Undertake regular site inspections and identify and record repair and maintenance requirements liaising with the Premises Manager.
- Ensure that toilets are serviced and cleaned and undertake any emergency and specialist cleaning tasks as directed by the Premises Manager or Head Teacher.
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter, leaves and weeds.
- Record meter readings monthly and provide these to the Premises Manager.
- Undertake the maintenance of outside areas including any weeding and grass cutting.
- Conduct regular checks of the outdoor equipment across the school identifying and logging any faults or repairs required to the Premises Manager.

Role Information

Resources

- Be responsible for maintaining records, information and data.
- Manage chemicals and data sheet in line with COSHH regulations.
- Assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors [in an accordance with appropriate health & safety legislation] at all times.
- Create and maintain a purposeful, orderly and productive working environment.

Security / Lettings

- Lock and unlock school buildings as directed by and in the absence of the Premises Manager, including for evening, weekend and other out of hours use of the school, e.g.: lettings, Trustee meetings, FOKTA/PTA meetings and events.

Organisation and Supervisory

- Deputise for the Premises Manager and other members of the site team as required
- Porter duties e.g. moving furniture and equipment, dealing with deliveries of goods
- Set up and clear furniture and equipment as required for assemblies, meetings, concerts etc.
- Monitor and manage stock within an agreed budget, cataloguing resources & undertaking audits as required
- Liaise with Premises Manager and attend meetings as required.

Full Job Description available [here](#)

Role Information

Application Process

Applicants should complete an application using the link on the right of this page. Shortlisted applicants will be invited for an assessment day which will comprise task and interview. We reserve the right to close the application portal prior to the close date included on the advert. Visits can be arranged by contacting Emily Kyprianou, Assistant to our Executive Director.

Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people.

To find out more about our school, including further information about our what it's like to work with us, please visit our linked [Recruitment Brochure](#)

To make a direct application, please visit our vacancy page (hover over image) on mynewterm:



How to Apply

Safeguarding and Safer Recruitment Statement

The Kingston Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

Equalities Statement

At The Kingston Educational Trust, we believe that diversity enriches our school community and enhances the educational experience for all. We are committed to creating an inclusive environment that respects and celebrates the unique backgrounds, perspectives, and talents of our staff and students. We welcome applicants from all walks of life and are dedicated to providing equal opportunities for everyone. Join us in fostering a culture of diversity and inclusion where every individual is valued and empowered to thrive.

