

Windhill21

**Recruitment
Information Pack**

Premises Assistant

March 2026

Windhill Academy Trust, Windhill, Bishop's Stortford, Hertfordshire CM23

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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 Assistant

Pay grade: H3 SCP 5

Salary: £25,583 Pro rata

Hours: 20 hours per week - 2pm-6pm (Flexible - hours to be agreed)
Term time only plus 2 additional weeks to be worked in school holidays
Monday to Friday
Hours may be adjusted in school holidays, according to need.

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

Responsible to: Office Manager

Purpose of the Role:

To work alongside the Premises Manager to assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

Responsibilities:

- Ensure that buildings, site and resources are safe and secure, undertaking regular checks including locking and unlocking of buildings at pre-determined times, as required;
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately;
- Undertake general portage duties including moving deliveries, furniture and equipment within school;
- Set up chairs, tables, refreshments etc for school events;
- Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site with the Premises Manager;
- Operate systems such as heating, cooling, lighting and security (including alarms);
- Receive deliveries to the school site;
- Collect and assemble waste for recycling and collection;
- Act as school contact in relation to premises related contractors, as required;
- Act as a designated key holder, providing emergency access to the school site;
- Care and maintenance of indoor plants and external flower tubs.

Individuals in this role may also undertake some, or all, of the following:

- Periodic cleaning of designated areas of the school building and grounds according to instructions;
- Cleaning of windows, as necessary;
- Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment;
- Liaise with cleaning staff employed during morning hours, as required.

Person Specification: Premises Assistant

	Essential	Desirable
Knowledge and Skills		
Basic 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	
Manual Handling	X	
Basic IT skills	X	
A clean driving licence for driving a minibus		X
Competencies		
Communication (written and verbal)	X	
Growth mindset approach	X	
Active listening	X	
Motivation	X	
Customer service	X	
Ability to work with a minimum of supervision and within a team	X	
Proactive approach / ability to use initiative	X	
Flexibility and adaptability	X	