

# Nexus Education Schools Trust

## Goose Green Primary School



### Premises Lead Recruitment Pack



# Job Advert

## Join our Team at Goose Green Primary School

NEST are recruiting a Premises Lead to carry out caretaking and general maintenance duties at Goose Green Primary School. The role will include the co-ordination of facilities and setting up for school events as well as assisting with any planned maintenance programmes. The successful candidate will be required to be flexible and work across other schools within the Trust.

<b>Salary</b>	S4 - S6 Inner London (£30,225 - £33,384 FTE) Commensurate with experience
<b>Location</b>	Goose Green Primary School Tintagel Crescent East Dulwich London SE22 8HG Tel: 0208 693 3568 <a href="http://www.goosegreenprimaryschool.org">www.goosegreenprimaryschool.org</a>
<b>Hours</b>	36 hours a week, 52 weeks a year but will be required to work flexible hours
<b>Reports to</b>	Headteacher
<b>Start Date</b>	As soon as possible
<b>Closing Date</b>	Midday on Email <a href="mailto:recruitment@nestschools.org">recruitment@nestschools.org</a> to obtain an application form
<b>Interviews</b>	From <i>We reserve the right to interview suitable candidates prior to the closing date.</i>

**Visits to the school are warmly welcomed. Please contact the School Office to arrange this.**

# Goose Green Primary School

At Goose Green Primary School, we believe that every child's potential is boundless, and we are dedicated to helping them soar. Our unwavering high expectations ensure that each child achieves exceptional progress, thriving in an environment where they are truly cherished. Supported by a passionate and devoted staff team, we are committed to nurturing not just the child but their family, creating a community built on care, trust, and excellence.

We are driven by the belief that every child has the ability to shine. By fostering their confidence, uncovering their talents, and fuelling their aspirations, we empower our pupils to lay the foundations for lifelong success. From their very first steps with us, we provide a forward-thinking, aspirational education that prepares them to navigate their future with determination and resilience.

Our inspiring curriculum is designed to go beyond academics, developing the whole child. Learning at Goose Green is enriched by extensive opportunities outside the classroom, from stimulating school trips and visits to an impressive variety of clubs and activities. With exceptional indoor and outdoor facilities, children are encouraged to explore their interests, build new skills, and create lasting memories.

Our unique location enhances our offer further, enabling partnerships, networks, and collaborative projects with a wide range of organisations. These relationships bring exciting, real-world experiences to our pupils and professional growth for our staff, adding depth and richness to our community.

At the heart of our success is the vibrant, close-knit community that thrives here at Goose Green. The strong bonds between staff, pupils, parents, and the wider community create a safe, supportive atmosphere where every child feels valued, inspired, and ready to take on the world.

Why Goose Green? At Goose Green, we believe in transforming learning to raise aspiration, secure enjoyment, and develop a sense of pride in all that we do. Join us in making a lasting impact on the lives of children with additional needs and be part of a community that values excellence, collaboration, and well-being.

# Premises Lead - Job Description

## Main Purpose of the Job:

To assist the Headteacher in ensuring the effective management, organisation and supervision of all matters relating to, and all staff involved with the school's premises, providing a clean and safe environment for users of the buildings and grounds. Supported by the School and NEST Head of Estates and Premises to fulfil site duties, safety and compliance.

## Key Responsibilities and Tasks:

- Maintain the schedule of premises identifying those areas that do not meet the standard required.
- Securing of premises, to include main alarm system, locks, CCTV and other systems are checked and functioning correctly.
- Identify areas that require attention, to include cleaning and maintenance defects providing a list of works for the Headteacher and Trust.
- Arrange sufficient supplies of fuel, salt and other commodities supporting the energy management of plant, equipment and site safety.
- Arrange and carry out regular testing to ensure site safety (fire, water, lights) and safety practices and procedures in accordance with the school and Trust policy and cycle of checks.
- Liaise with the Headteacher/Trust for the arrangement for certification checks and oversee checks (gas, asbestos etc).
- Assist in the arrangements for out of hour's activities and use of premises.
- Arrangement of all portorage to include the moving of equipment, furniture, the setting up and reinstatement of all areas.
- Oversee the maintenance of appropriate cleaning standards in school.
- Carry out or make arrangements for minor repairs.
- Support and assist in the safe receipt, recording, storage and distribution of deliveries.
- As a keyholder, you will be responsible for alarm call outs in the first instance.

# Premises Lead - Job Description

## Administration:

Complete and maintain site safety checks/maintenance logs as requested and monitored by the Trust.

## Resources:

Make requests for the placing of orders in relation to materials required and maintain appropriate stocks and supplies.

## Responsibilities:

- Ensure the security of and access to the premises at all times.
- Ensure certification, storage and deliveries are safely stored.
- Monitor internal and external contract cleaning and maintenance of grounds. Liaise with the Trust on contractual specifications, ensuring appropriate action is taken where standards are not being met.
- Maintain the overall standards of cleanliness and maintenance of the grounds, site and premises.
- Assist the Headteacher and/or Head of Estates in the supervision and deployment of any directly employed staff or contractors on site.
- Carry out fire drills and checks of the systems applicable in accordance with the school's policy.
- Be required to attend pre-booked lettings in accordance with school practices and procedures.
- As a registered key holder, be required to attend emergency call outs out of normal school hours.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department
- Attend meetings and training as required

## Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who maybe affected by your actions or inactions.
- Conducting risk assessments as required.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

# Premises Lead - Job Description

## Standard Duties in all Trust Job Descriptions:

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment and that our high standards of safeguarding are upheld.
- Participate in relevant and appropriate training and development as required.

## Continuing Professional Development:

- To participate in the Performance Management Scheme.
- Undertake any professional development necessary as identified.

## Additional points:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Line Manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

## Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. The central offices are based in a school and candidates are required to comply with Trust safeguarding and DBS procedures.

## Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

# Premises Lead - Job Description

## Contacts and Relationships

- Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

## Equalities

Ensure implementation of the School's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

## Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST is the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

All staff are required to maintain confidentiality in relation to pupils, staff and parent information.

For further information please refer to our Data Protection Policy  
<http://nestschools.org/nest-policies/>

This job description may be amended at any time after discussion with you

# Premises Lead - Person Specification

## Knowledge and Experience

Previous experience of working in a school environment beneficial but not essential.

## Skills and Abilities:

- General knowledge of DIY and maintenance
- Understanding of site safety and security
- Knowledge of industrial cleaning and use of appropriate equipment, chemicals and materials and their storage/recording
- Ability to communicate with a wide range of people.
- Knowledge and understanding of the safety, security and tenure of premise.
- Ability to use appropriately relevant equipment, materials and chemicals.
- Understanding of and compliance with Child protection procedures and lone working.
- Be able to work as both part of a team and as a lone worker, be self-motivated.
- Takes pride in their work and has an attention to detail.
- To be prepared to undertake training & development to further experience, knowledge/willingness to learn and upskill

## Essentials:

- Health & Safety compliance- including use of chemicals COSHH
- Manual handling
- Fire Safety, including drills, use of equipment, practices and procedures
- Use of ladders, lifting, cleaning etc.

## Desirables:

- First Aid training.
- Electrical testing certification.

# Premises Lead - Person Specification

## Personal Qualities

- Good organisational and timekeeping skills
- Have the ability to use initiative and make decisions in collaboration with Line Manager
- Motivated to develop own practice
- Perceptive and sensitive to the needs of others
- A good sense of humour
- Resilience



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## The application process

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

### Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

### Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

### Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

### Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

### Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these setting under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.



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Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

### **Recruitment of Offenders**

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

### **Probation**

All new colleagues will be subject to the NEST probation procedure for four months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

### **Equal Opportunities**

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

### **General Data Protection Regulations**

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

[www.nestschools.org](http://www.nestschools.org)

# Our Trust



Alexandra  
Infant  
School



CHILDERIC  
PRIMARY SCHOOL



John Keats  
Primary School



[www.nestschools.org](http://www.nestschools.org)