

Premises Officer

Permanent (41 weeks per year)

Elm Wood Primary School

Carnac Street
London
SE279RR

Application Pack 2025



Welcome from the Headteacher

We wish you a warm welcome to Elm Wood Primary School. Elm Wood is an inclusive and vibrant school, located at the heart of our local community. We value and celebrate our local ties, building strong partnerships with all our stakeholders. At Elm Wood Primary, we ensure that our values, through our Elm Wood Promises: Perseverance and Resilience, Success and Excellence, Kindness and Respect are at the heart of our interactions and relationships with our entire school community.

At Elm Wood, we affirm the boundless potential of every individual to achieve excellence. We seek to establish rich learning opportunities, which inspire progress, celebrate effort and challenge underachievement. We are relentless in our efforts to remove barriers to all children achieving. We consider the well-being and empowerment of our children, as central to this aim. Our work is to ensure that Elm Wood children can identify examples of excellence around them and that they are able to recognise their own brilliance in these examples.

As a school community we believe we are most empowered when every child, irrespective of background is able to build their self-esteem, by recognising excellence in themselves. During current and future challenges, we remain determined to maintain and refine our practice as a wholly inclusive place of learning. We are and will continue to be an environment within which every child not only feels happy and safe but also has opportunity to thrive.

At Elm Wood, we value the voices of all members of our school partnership. We enjoy a rich tradition of parental support and professional dialogue, toward maximising positive outcomes for children. Our curriculum and vision is broad, balanced, relevant and 'futures-focused'. We seek to support our children in their journey as lifelong learners, through enriching exchanges and an environment that is attractive, stimulating and inspiring.

We continue to dedicate ourselves toward providing rich opportunities for learning in the present, whilst preparing our children for dynamic and successful futures in an ever-changing world.

Think about your skills, expertise and ambitions carefully and apply for a post with us if you like what you see. I encourage you to familiarise yourself with our website for more information. We are an ambitious school and are keen to recruit the very best School Business Manager to join our fantastic team.

We welcome visits to our schools, please contact us via emailing office@elmwoodprimary.co.uk

Mrs J Leith
Headteacher

How to Apply

Please email your completed application form and supporting statement to office@elmwoodprimary.co.uk

Shortlisted candidates will be notified by telephone and also by email. **We will take up references of shortlisted candidates prior to interview.** Unfortunately, due to the very high level of response we receive for posts at Elm Wood Primary School, we are unable to inform applicants if they have not been shortlisted and feedback will only be provided if you have had an interview.

Our Ethos and Mission

Our core focus is a holistic approach to the development of the whole child so that all pupils leave our schools as creative, confident, curious members of their communities.

- Creative
- Confident
- Curious

By the end of Year 6 our aim is to ensure that all pupils will:

- Have a strong sense of their identity and feel empowered to be active participants in their communities
- Have a strong sense of agency in their education
- Be emotionally literate and have the skills to nurture themselves and each other
- Understand the importance of and how to keep themselves mentally and physically well
- Have strong foundational skills in reading, writing and maths, ready for their next stage in life and beyond
- Have a love of learning, including interests and passions, across a broad range of subjects
- Develop a sense of identity in what they are studying – have the knowledge and skills to view themselves as scientists, historians, mathematicians etc.

Elm Wood primary school is striving to provide our children with the best of both worlds: the resilience, continuity and educational best practice of a highly collaborative and dynamic Elm Wood, and the warmth, personality, and distinctive identity of a local community school.

We recognise the potential of every individual to achieve excellence. We strive to positively address underachievement and have very high expectations for all members of our school community. We work hard to creatively remove barriers to achievement and raise esteem. We are determined to create a true culture of “learning for all” through meaningful partnerships with the whole Elm Wood community. We aim to deliver a creative curriculum in an optimum learning environment that is attractive, stimulating, informative and instils a sense of pride. Everyone works to provide a welcoming, calm, happy and purposeful atmosphere. Consideration, encouragement of positive role models, respect for others, their property and the environment are our priorities.

From our stated aims, the whole Elm Wood community works to achieve the following objectives:

- A happy, calm and nurturing Elm Wood community;
- Engaging learning through a dynamic and creative curriculum
- Mutual respect and understanding;
- An inclusive education free from discrimination;
- Removing barriers to allow everyone to achieve
- Actively responding to pupil voice
- Building resilience and love of learning
- Refining our practice through evidence-based research.

Job Description including Main Duties and Responsibilities

Start date	TBC
Salary	SO1 (Spine Point 23 – 25) FTE Salary £40,404 to £41,637 (pro rata)
Contract	Permanent
Working Hours	39 weeks per year plus 2 additional weeks, 35 hours per week Start and finish times to be agreed with the Headteacher
Responsible to	Headteacher and School Business Manager
Application deadline:	03.11.25
Interview Date:	Week Beginning 10.11.25
	Completed application should be sent to: office@elmwoodprimary.co.uk

Purpose of Job

- To be responsible for the security, maintenance, heating and ventilation, Health and Safety and other general site services within in the school's establishments in order to ensure an optimum learning environment at all times.
- To provide access to the site and monitor and report on the performance of contractors supplying goods and carrying out services at the school's establishments.
- To perform duties which ensure the effective day to day running and upkeep of the fabric of the school's establishment, ensuring high standards of health, safety and security of pupils, staff and members of the public.

Main Responsibilities

- To be responsible for maintenance and upkeep of all buildings, grounds, equipment, fixtures and fittings within the school. To carry out specified minor maintenance work with appropriate training, tools and equipment. To undertake repairs, maintenance and decorating of premises, fixtures and fittings as required.
- To liaise with the Headteacher and the School Business Manager (to ensure affordability), staff in the School and Education Department and external agencies on all aspects of maintenance.
- To be responsible for ensuring the safe operation of all mechanical, electrical and other potentially hazardous equipment, fixtures, substances and materials within the establishment. Ensuring the maintenance of Fire, First Aid and other emergency equipment, keeping accurate records in accordance with Health and Safety legislation.
- To supervise work of: Staff, casual and/or temporary staff and contract workers, including premises/cleaning to ensure maximum quality and value for money.
- To regularly monitor the cleaning of the premises as determined both by the contract and by the standards set by the client monitoring procedures. Expectations at Elm Wood Primary School are extremely high and must be maintained at all times.
- Monitoring of grounds and building maintenance contracts and other tendered out services as determined by both the contract and the standards set by the client monitoring procedures.

- Carrying out cleaning tasks not specified in the contract and to undertake major cleaning jobs required. To ensure that furniture and equipment is moved to allow the cleaning contractor to carry out (holiday) deep cleaning as scheduled.
- To develop and maintain appropriate manual records for maintenance and repairs, energy consumption, contents of the buildings ordering of stock and equipment including deliveries, Health and Safety and Security. To maintain and regularly update a furniture/ equipment/supplies inventory and to replace furniture, fixtures and fittings as required.
- To maintain an overview of the maintenance requirements of the site through periodic and planned inspections and to carry out regular maintenance and adjustments as necessary. To report all defects in respect of electrical and gas supplies, heating and ventilation plant equipment.
- To assist with carrying out regular checks and maintenance on all firefighting equipment, rectifying defects as necessary.
- To maintain appropriate and comprehensive records in support of all the areas of accountability set out in this job description (e.g. maintenance repairs Health and Safety incidents, security etc.). To provide regular oral and written reports to the School Business Manager, Head teacher and Governors as requested.
- To supervise lettings when required and ensure that the school's facilities are not abused and are left in an appropriate state of cleanliness at the end of the letting period. To be responsible for setting out rooms according to users requirements as specified in the school's Lettings procedures.
- Under direction of the Senior Leadership Team, to take all reasonable steps to maximise the safety of all users of the school. To be responsible for the overall security arrangements of the premises, including ensuring that staff are aware of the Authority's and School's procedures on security.
- To oversee car-parking arrangements and to be responsible for frontline security of the building. To ensure access to the school by contractors and other authorised personnel. To take delivery of all supplies and services provided to the site when directed.
- To act as key holder for the School where required ensuring as far as is practicable, that the security of the site is maintained at all times. To advise the Senior Team and/or other appropriate authorities (e.g. the Police), where any security breaches occur and to make recommendations for improvement and or prevention as and where necessary.
- To ensure, as far as is practicable, that appropriate Health & Safety procedures are observed by everyone who works at or visits the school site. To report and breaches of Health & Safety to the Senior Team. To provide advice and guidance to users of the site as required.
- To actively promote good relationships with parents and the local community.
- To undertake banking at the direction of the Headteacher and/or the School Business Manager.
- To carry out specified minor maintenance work with appropriate training, tools and equipment (e.g. weeding, planting, cutting the grass, watering, pruning, applying insecticides as appropriate, fixing up display boards and decoration of classrooms)
- To provide assistance with the setting up of rooms and hall equipment etc. as requested.
- To implement the Council/School's Equality Policy fully and to work actively to overcome and to prevent discrimination on grounds of race, sex, disability, sexuality or status in any part of the Council's services.
- To carry out such other duties as maybe required to meet the needs of the school.

Personal Specification

(E) Essential Criteria & (D) Desirable Criteria

Qualifications and Experience

- Literacy and numeracy sufficient to perform the tasks above and below **(E)**
- English and Maths GCSE grade c or above **(D)**
- Hold recognised training/qualifications associated with premises management **(D)**
- Experience or skills in a trade **(D)**
- The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc **(D)**
- The ability to operate and understand electrical/mechanical systems **(D)**
- Risk Assessment experience/qualification **(D)**
- Competent at basic building repairs and maintenance **(D)**
- To be able to use small industrial, electrical and mechanical equipment **(D)**

Skills and knowledge

- Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post **(E)**
- Good communication skills **(E)**
- Excellent numeracy and literacy skills **(E)**
- Good IT skills **(E)**
- Sound planning and negotiating skills **(E)**
- Ability to manage own time effectively and demonstrate initiative including establishing priorities **(E)**
- Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests **(E)**
- Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school **(E)**
- Ability to manage people directly and indirectly **(E)**
- Ability to be flexible and work as part of a team or individually as required **(E)**
- Ability to demonstrate an understanding of children **(E)**
- Ability to contribute to the life of the school **(E)**
- Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely **(E)**

Personal qualities

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils **(E)**
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school **(E)**
- Ability to work under pressure and prioritise effectively **(E)**
- Commitment to maintaining confidentiality at all times **(E)**

- Commitment to safeguarding and equality **(E)**
- Embraces change well **(D)**
- Deals with difficult situations effectively **(E)**

Safeguarding

- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority
- To ensure the completion of the School's Single Central Record

Equal Opportunities

You are required to:

- Implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- Take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

The duties of the job description may be reviewed and subject to amendment annually in consultation with the jobholder. This is to ensure that the role continues to change in line with the needs of the school. The job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post-holder's responsibilities and duties.'