CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College

Appointment Information

Premises Officer
Level 1



Crown Hills Community College
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crownhills.com



Dear prospective applicant,

Thank you for expressing an interest in this key vacancy at our college.

Over the last six years we have been on a journey to try and make this school not only one of the best schools for children to attend but also one of the best schools to work in as a member of staff. That is extremely rare and we urge you to come and see us in action, speak to the staff and speak to the students. Every decision that we take is done with a lot of thought and consideration and we put well-being at the centre, so that teachers can teach and students can learn.

Crown Hills Community College is seeking a reliable, organised and customer-focused Premises Officer to support the delivery of our community lettings during evenings and weekends.

The postholder will act as a key point of contact for community users, helping to ensure that facilities are prepared, accessible and used safely. The role will include responding to lettings enquiries, completing basic administration, undertaking routine health and safety checks and supporting security arrangements, particularly within the onsite CLC building.

As the College operates within a PFI-managed site, the successful candidate will work closely with the G4S site team, which provides cleaning, security and facilities services. The role will also involve completing agreed premises and compliance audits within the main College building on behalf of the school.

This is an excellent opportunity for someone who is practical, approachable and able to work independently while providing a professional service to both the College and the wider community.

The following podcast with the Youth Sport Trust gives you a glimpse of our approach at CHCC
https://www.buzzsprout.com/273805/9656144

There is always a tension between well-being and accountability but I do believe that we are getting closer to finding the sweet spot between the two. Although it is not the end of our journey, we have been recognised for the work we do in this area; we won the TES Award for 'Staff well-being school of the year' and we were also shortlisted for the prestigious Pearsons Award for secondary school of the year 2023. I was also fortunate enough to win gold! These are indeed exciting times to join us and make a difference to the lives of others.

We have a very different approach and we are trying to create a very different culture at CHCC, a culture whereby those in leadership do not hold authority and deserve to be followed; leaders at CHCC have to earn the right to lead and we welcome and appreciate challenge if we do not live up to the standards that are expected of us.

The THIRST values permeate all that we do and are a framework that staff can hold leaders to account for the way that they lead. We have high expectations but we will provide the support, training and resources for you to deliver the best possible education for our students.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils.

*All appointments will be subject to references and pre-employment checks.

We have removed lesson observations from the appraisal process and linked it to professional development. Currently staff are entitled to 'visits' and entitled to a professional dialogue to improve their practice. That is a risk we have taken but it is aimed at creating a learning community where teachers can teach and learners can learn, without fear.

As a result, we have improved our headline figures year on year and initial analysis places us in the top 20% of schools nationally for progress, although we know that we can still do better.

Our behaviour policy is clear and simple, "First Time Every Time," no quibbles, no arguments just do as we expect. Teachers no longer have to do detentions, chase up absence, attendance or punctuality. These are all done centrally with a highly skilled team that has taken the workload away from teachers.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Wednesday 25th November. Please include your cover letter in the supporting statement section.

Closing Date- 9am Wednesday 25th November
Interview likely to be- W/C Monday 30th November

I look forward very much to receiving your application in due course.

Yours sincerely,



Mr F Adam
(Principal)

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JOB DESCRIPTION

Job Title:	Premises Officer Level 1	11-16	Maintained
College:	Crown Hills Community College	Grade:	Grade 2 (Points 3-4)
Reports to:	Chief Operating Officer / Headteacher	Salary:	£20,039.35 actual salary (£26,016 FTE)
Term:	Main contract Permanent/CC contract fixed for management term only		

Additional: 28.5 hours per week, 52 weeks per year

The role has a planned seasonal working pattern, with different hours during two six-month periods. The working pattern changes during the year to reflect demand for community lettings:

- October to March: 34.5 hours per week, Monday to Saturday
- April to September: 28.5 hours per week, Monday to Saturday
- Some additional paid overtime may be available for events.

The role includes regular evening and Saturday working. Sundays are not part of the normal contracted hours, although occasional Sunday work may be offered separately by agreement.

Job Purpose Summary

To assist in the strategic and operational maintenance, security, and cleanliness of the school site. The Level 1 Premises Officer ensures that facilities, grounds, and buildings are kept secure, clean, and tidy to provide a safe environment for pupils, staff and hirers.

Key Responsibilities

Security and Maintenance

- Perform basic security tasks, including the locking and unlocking of buildings and ensuring the site is secure.
- Carry out basic DIY tasks and minor repairs to buildings and equipment.
- Respond to emergency situations by contacting appropriate repair or maintenance suppliers as instructed.
- Maintain the site and grounds to a tidy standard and daily site checks.

Cleanliness and Safety

- Assist in ensuring the cleanliness and safety of assigned facilities and equipment by carrying out daily audits.
- Report to G4S any immediate issues or log task on helpdesk

Support and General Duties

- Manage basic admin tasks related to lettings enquiries. Check booking system for hirers.
- Undertake porterage duties, including carrying small loads and moving equipment or furniture as needed.
- Respond to and assist in resolving several problems and requests each day.
- Deal with staff and hirers in a polite and courteous manner regarding the proper use of equipment and facilities.

Working Conditions

- Environment: The role involves working mainly indoors and sometimes outdoors in various weather conditions.
- Physical Effort: Requires standing for most of the day, kneeling, using ladders/steps, and crawling under/over equipment.
- Risks: Includes potential personal injury risks from performing porterage tasks.
- Flexibility: Must be willing and able to work outside normal hours.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed and amended in negotiation with the employee in the future.

Crown Hills Community College is committed to safeguarding children and expects all staff and volunteers to share this commitment. We follow safe recruitment practices to protect children and vulnerable adults. Staff are subject to enhanced DBS checks.

PERSON SPECIFICATION

No.	CATEGORIES	Assessed by: Essential/ Desirable	Application Form
	QUALIFICATIONS & TRAINING		
1	Literacy and numeracy skills sufficient to perform the tasks and maintain relevant records using appropriate IT systems.	E	✓
2	Competent IT skills, or a strong willingness to learn and attend training to develop these skills in line with school requirements.	D	✓
	EXPERIENCE		
3	Basic building/site maintenance and security experience.	E	✓
4	Previous cleaning experience.	E	✓
5	Previous experience leading a small team, allocating daily tasks, or training new staff would be highly valuable.	D	✓
6	Experience in maintaining site logs, such as fire safety checks or maintenance and repair agreements	D	✓
	TECHNICAL SKILLS		
7	Basic DIY skills.	E	✓
8	Ability to operate hand tools, drills, and floor cleaners.	E	✓

No.	CATEGORIES	Assessed by: Essential/ Desirable	Assessed by: Application Form
9	Specific training or experience in a craft trade such as joinery, painting/ decorating, plumbing, or electrical work.	D	✓
10	Specialised Training: Possession of certificates for work-related topics such as manual handling, safe use of ladders, or advanced cleaning machinery.	D	✓

PERSONAL ATTRIBUTES

11	Self-motivated and able to work on own initiative, especially when meeting deadlines or making decisions in emergencies.	E	✓
12	Able to prioritise and manage multiple ongoing work tasks.	E	✓
13	Strong interpersonal skills to deal with staff and hirers in a polite and courteous manner.	E	✓

HEALTH AND SAFETY AND EQUALITY

14	Willingness to follow Health and Safety procedures, including the use of protective equipment (goggles, gloves)	E	✓
15	Ability to recognise discrimination and a commitment to implementing Equality Policies.	E	✓
16	Knowledge of COSHH (Control of Substances Hazardous to Health) procedures.	D	✓

		Assessed by:	
No.	CATEGORIES	Essential/ Desirable	Application Form
OTHER CONDITIONS			
17	Willingness to work outside normal hours.	E	✓
18	Physical ability to walk the site, use ladders and carry small loads (porterage).	E	✓
19	Requirement to satisfy an Enhanced DBS check and Barred List Check.	E	✓