

# Nexus Education Schools Trust

John Keats Primary School

Premises Officer Recruitment  
Pack Nov 2023



# Job Advert

## Nexus Education Schools Trust

John Keats Primary School is recruiting a **Premises Officer** to carry out caretaking and general maintenance duties. The role will include the co-ordination of facilities and setting up for school events as well as assisting with any planned maintenance programmes.

- Are you someone who takes pride in his/her work, someone who is passionate about doing a good job?
- Are you a people person, able to work alongside adults and children?
- Are you focused and able to get on with the job at hand?
- Do you have general handyman skills?

We are looking for someone who is approachable, proactive and prepared to go the extra mile to ensure the smooth running of the school. You will be part of a larger supportive premises team across the Trust, but you will be expected to carry out day-to-day caretaking duties independently. It would be beneficial if you are able to carry out minor repairs. The successful candidate will be required to be flexible and may work across other schools within the Trust.

<b>Salary</b>	Commensurate with experience S5-S7 (circa £27,700-£32,700 FTE)
<b>Location</b>	John Keats Primary School 391 Rotherhithe New Road London SE16 3FN Tel: 020 3955 8176 <a href="http://www.jkacademy.org.uk">www.jkacademy.org.uk</a>
<b>Hours</b>	25 hours a week, 7:00am – 12:00pm 38 weeks term time (pro-rata) + 1 weeks during non-term time per year
<b>Reports to</b>	Office Manager/Headteacher
<b>Start Date</b>	As soon as possible
<b>Closing Date</b>	12pm on Friday 1 December 2023
<b>Interview Date</b>	Week commencing Monday 4 December 2023

**John Keats Primary School** is a two-form entry school.

The school is rated **Good** by Ofsted who stated, *“Pupils enjoy learning and achieve well.” “They take pride in their work. Pupils work and play well together.”* These comments also reflect the attitudes of staff at the school, and they are looking for this type of person to join their team as Premises Officer.

The school's motto is around ensuring it is **A positive catalyst for change**. The children benefit from a stimulating and rewarding experience enriched by a wide variety of extra-curricular activities, an enthusiastic and committed staff and a strong supportive partnership with the community. The school is passionate about learning, for both children and adults, and aims for each child to see themselves as a successful learner building on what they bring to the school.

**Nexus Education School Trust Central Office** is based at Worsley Bridge Primary Beckenham

NEST is a growing Multi Academy Trust, presently with 19 primary schools across Bromley, Kent, Lewisham and Southwark. Our schools have benefited from capital investment over the last five years and provide excellent learning opportunities for our pupils. We partner with several multi academies and maintained groups of schools. NEST are accountable for the work of the Thames South Teaching School Hub, delivering teacher training and development in Bromley, Bexley and Greenwich.

## **NEST is an exceptional and distinctive learning community**

At NEST our commitment to the learning process challenges all of our schools to fully endorse the concept of collaborative learning. Just as our commitment to inclusion is a non-negotiable so too is each school's contribution to inter-school learning and the development of a NEST wide professional learning community.

Our team is committed to the principle:

***“We have a moral purpose to provide excellence and opportunity for all, to enable lives to be transformed”.***

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

### **We can offer:**

- Opportunities for continuing professional development
- Strong school partnerships
- Happy, supportive and motivated team
- Appropriate resources, environment and support
- Innovative and collaborative organisation
- Staff benefits including cycle to work, and technology scheme

Applications should be emailed to Lisa Bromley at NEST - [lbromley@nestschools.org](mailto:lbromley@nestschools.org) no later than **12:00 midday on Friday 1 December 2023**.

## **Mission, Vision and Values**

### **Nexus Education Schools Trust**

At NEST we have children at our centre, with all decisions in the interest of those we aim to develop and support. To support our aims, we have established a structure that ensures teaching staff, Trustees and Local Committee Members can focus on what matters the most – raising educational achievement in our academies.

The work of Nexus Education Schools Trust is underpinned by its four core principles;

**Nurture, Educate, Succeed and Transform** and the values we agree as members of the organisation – in other words, our choices.

The value statements and choice descriptors are applicable to pupils, staff and reinforced through the work of the Trust.

In our schools, you will see children who are inspired by an excellent education that raises aspirations and enriches lives.



## WELCOME

Dear Candidate,

Thank you for your interest in this role within Nexus Education Schools Trust.

This is a hugely exciting time for our schools as the Trust now includes:-

### **Beckenham/Bromley**

**Alexandra Infant School  
Alexandra Junior School  
Balgowan Primary School  
Bickley Primary School  
Highfield Infants' School  
Highfield Junior School  
Pickhurst Infant Academy  
Worsley Bridge Primary School**

### **NEST Nurseries**

### **Orpington/Kent**

**Farnborough Primary School  
Manor Oak Primary School  
Perry Hall Primary School  
Joydens Wood Infant School  
Joydens Wood Junior School**

### **Thames South Teaching School Hub**

### **Lewisham/Southwark**

**Childeric Primary School  
Goose Green Primary School  
John Donne Primary School  
John Keats Primary School  
Dog Kennel Hill Primary School  
Rotherhithe Primary School**

All schools are judged to be good or outstanding, have strong leadership and provide a breadth of opportunities and excellent outcomes for all pupils. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across schools.

Nexus Education Schools Trust believe that all decisions and choices should be child centred.

We aim to:

- nurture every individual,
- provide excellent education opportunities and outcomes,
- enable all to succeed,
- transform the life opportunities and aspirations of our pupils, allowing them to be fulfilled individuals within an ever-changing world.

As an organisation we recognise that each school's community is different. We value this uniqueness and contribution in ensuring pupils have the best education and experiences. Each school is fundamental to the success of the organisation. We believe passionately that together we can make a greater difference; providing higher education outcomes and wider opportunities for our pupils as well as greater prospects for our staff and communities.

The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Those we recruit are able to demonstrate that they;

- share our values,
- are highly motivated to work with colleagues within and beyond their school,
- continuously develop their skills and pursue professional excellence and
- are committed to providing the highest standards and breadth of opportunity for all children.

I hope the pack encourages you to apply and look forward to receiving your application for the post.

Regards

Paula Farrow OBE

**CEO**

**Nexus Education Schools Trust**

## Role

<b>Post</b>	<b>Premises Officer</b>
<b>Responsible to</b>	<b>Office Manager/Headteacher</b>
<b>Salary Range</b>	<b>Scale S5-S7 (circa £27,700 - £32,700)</b>
<b>Location</b>	<b>John Keats Primary School</b>

Nexus Education Schools Trust are looking to appoint a Premises Officer to work at John Keats Primary School. All our schools offer friendly and supporting working environments where you will play a big part in a hardworking and dedicated team. You will be involved in the following aspects of school life:

- Security of school premises
- Maintenance of heating and lighting system on-site
- Cleaning and tidying of site
- Ensuring site is fit for purpose
- Associated health and safety reporting
- Safeguarding of students

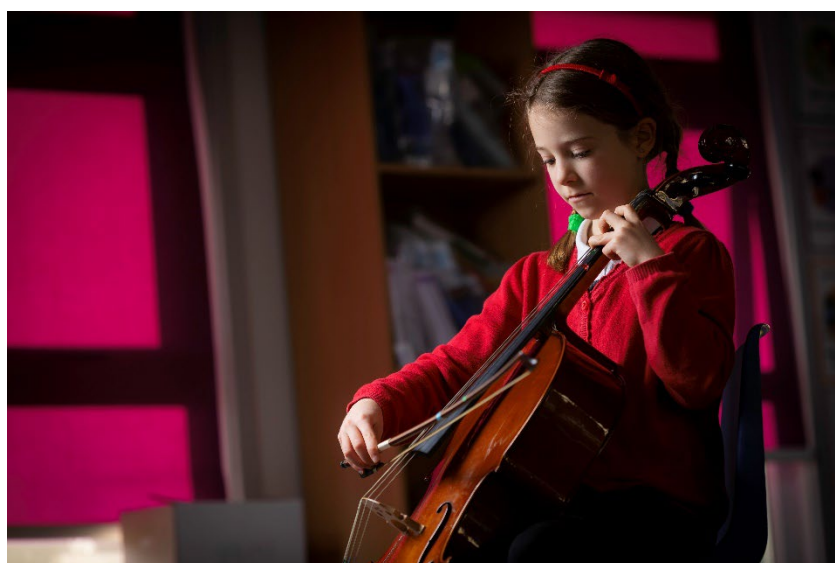
The role is to start as soon as possible and you will report directly to the Multi-Site Premises Lead who is based at one of our other Trust schools.

### HOURS

The post is permanent and requires flexibility, with a commitment to completing duties in Trust timescales. There may be occasions where you are required to work later and, on a weekend, to provide support with school events such as fetes, etc.

### ANNUAL LEAVE

The leave year runs from 1 April to 31 March. It is expected that the post holder will take their annual leave during the school holiday periods. Leave is not permitted in term time unless exceptionally by agreement with line management having regard to the needs of the service.



# Job Description

## Premises Officer

### 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 Director of Estates and Premises to fulfil site duties, safety and compliance.

### Key responsibilities and tasks:

#### Organisation

- Maintaining 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 Head and/Trust.
- Arranging 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 insure 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 the arrangement for certification checks and oversee check. (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

#### 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 maintaining 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. Liaising 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 premise.
- 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 / Section.
- 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 may be affected by your actions or inactions.

- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

**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.

**General**

**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.

**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.

**Additional points:**

All staff are expected to comply with academy and Trust policies. 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, 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.

**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.



# Person Specification

## Premises Officer

### The successful candidates will have:

#### Knowledge and Experience

- Previous experience of working in a school environment beneficial but not essential.
- Driving licence and access to a vehicle

#### 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 – be prepared to go the extra mile.
- To be prepared to undertake training & development to further experience, knowledge/ willingness to learn and upskill

#### The 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.

#### The Desirables:

- First Aid training.
- Electrical testing certification.
- Clean licence and own vehicle.

#### 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
- Sociable and approachable
- Proactive and responsive
- Perceptive and sensitive to the needs of others
- A good sense of humour
- Resilience

# Application Process

## Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please complete **ALL** sections of the Application Form which are relevant to you as clearly and fully as possible. Your supporting statement should evidence your skills and experience against the requirements of the job description and person specification.

CVs will **NOT** be accepted in place of a completed Application Form.

## Invite to Interview

After the closing date, short listing will be conducted by an interview panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion. Please be advised that we are unable to give feedback to those who were not shortlisted for interview.

If you have been shortlisted, your references will be taken up and you will be asked to sign a self-disclosure form relating to disclosable cautions and convictions prior to interview. 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.

You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.

## Assessment Process

Applications will be assessed against the job description and person specification within the applicant brief. Successful applicants will be invited to the selection process.

We will use a variety of assessment tools during the assessment process, these may include:

- group exercises
- written exercises
- job trials

# Child Protection & Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

Throughout any recruitment process, Safeguarding and Child Protection are given a high priority. All interview panels include at least one member who has completed Safer Recruitment training within the last 3 years.

## **The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

### *Keeping Children Safe in Education (2023)*

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2023.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Please visit [www.nestschools.org](http://www.nestschools.org) for the full policy.

# Safer Recruitment & Pre-employment Checks

Nexus Education Schools Trust is committed to safeguarding children.

This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check which includes a Barred List check.

For individuals applying for leadership and management positions a S128 check will also be required. For individuals who have previously lived abroad, overseas checks will also need to be taken prior to commencing employment.

Keeping Children Safe in Education, paragraph 220 introduces a new duty to consider 'carrying out an online search as part of their due diligence on the shortlisted candidates'. Please be advised that we will carry out online searches of all shortlisted candidates and may request details of any social media handles.

New employees will not commence work until all relevant checks have been completed.

## Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies **will not** be accepted.

## Enhanced Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

Accordingly, 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.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings.
- If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues;
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children – this may only be answered 'not applicable' where your duties have not brought you into contact with children or young people.

## Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked, or been resident overseas for at least 12 months in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance including a statement of good conduct.

## References & Verifications

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from the application form, references of self-disclosure will be taken up at interview.