

**Enabling schools, aspiration and faith to flourish by:**

**Uplifting Hearts, Inspiring Minds**

**Premises Officer**

**RECRUITMENT PACK**



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**Welcome from the CEO**

Dear Candidate

Thank you for your interest in Pope Francis Catholic Multi Academy Trust. We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool and currently look after three secondary schools and four primary schools across the area.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **‘Uplifting Hearts, Inspiring Minds’.**

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities.

Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

**What we can offer:**

We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Get a sense of our full staff offering: [**www.pfcmat.org/Staff-Benefits-Package/**](http://www.pfcmat.org/Staff-Benefits-Package/)

Thank you for your interest in this post.



CEO

Pope Francis CMAT

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**Welcome from the Headteacher**

Dear Candidate

Thank you for expressing an interest in our vacancy for the position of Premises Officer, NJC Grade D-E: SCP 5-11.

We are looking for an enthusiastic, reliable and dedicated individual to join our team. The role will include property and site maintenance, the management of the site and security arrangements, the maintenance and decoration of the buildings as well as health and safety.

We are a happy school with a very strong sense of community and a parent body who are very committed to supporting us in all our activities.

Please feel free to contact the school if you would like further information about this post or to arrange a visit.

Yours sincerely



Kieran Loftus

Headteacher

St Edmund’s and St Thomas’ Catholic Primary School

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**Why choose our school?**

**At St Edmund’s and St Thomas’ Catholic Primary School, our Our School Mission is:**

**“I have come that they should have life and have it to the full…”**

**John 10:10**

Inspired by the teachings of Christ, St Edmund’s and Saint Thomas’ Catholic Primary School encourages and guides our pupils and all our school community to have a strong sense of **service, love** and **compassion**.

In this way, they are encouraged to develop a vision for what they want to achieve with a zest for living life to the full.

**Love Learn and Live Like Jesus**

**Our School Values:**

Love, Service and Compassion

The school is located near Crosby beach, near parkland and Crosby Marina. It enjoys significant success in a wide range of competitive sports and works collaboratively with the Pope Francis family of schools, including its Catholic feeder secondary school, Sacred Heart.

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**Application Process**

How to apply:

To apply for this post, please use our website [St Edmund's and St Thomas' - Vacancies](https://www.sestcatholicprimary.org/Vacancies/), where you can find each of the additional documents to be completed and submitted alongside your cover letter.

Your completed application should be clearly marked with the post title and returned electronically for the attention of Mr Loftus at admin@sest.pfcmat.org ensuring that you enclose the following documents:

* **CES Application Form**
* **CES Consent to Obtain References**
* **CES Monitoring Form**
* **CES Rehabilitation of Offenders Act 1974 Disclosure Form**
* **Covering letter stating how your skills and experience meet the job description and person specification**

If you have any feedback on the application process and how we can make it more accessible, please let us know at info@pfcmat.org.

Pope Francis Catholic MAT and St Edmund’s and St Thomas’ Catholic Primary School are committed to safeguarding and promoting the welfare of children and young people, and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Please see link to our school’s Child Protection Policy here: [St Edmund's and St Thomas' - Policies](https://www.sestcatholicprimary.org/Policies/)

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**Job Advert**

**Post Title: Premises Officer**

**Pay Scale: NJC Grade D-E: SCP 5-11.**

**Contract: 36 hours per week, full time (working pattern can be negotiated)**

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by; **‘Uplifting Hearts, Inspiring Minds’**

Our schools have the distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

**Our values:**

**Unity** – working together for excellence

**Excellence** – to strive to be the best

**Love** – respect and care for others and treat them as you want to be treated

**Service** – following the teachings of Christ to become valued members of our communities

We are looking to appoint an ambitious and hardworking individual to carry out building maintenance and site management as Premises Officer. The proposed start date for this post is 17th November 2025.

The successful applicant will have a helpful and friendly manner, be able to work as part of a team to carry out low maintenance duties, be a responsible key holder, have previous experience in painting, caretaking or a trade skill, and have knowledge of Health & Safety regulations.

Please see the job description and person specification below for detail on required knowledge and experience.

Visits by prior appointment are warmly welcomed. Please contact the school on 0151 928 5586 or e mail admin@sest.pfcmat.org.

**CLOSING DATE: 06/11/2025 at 5pm**

**INTERVIEWS WILL BE HELD: week commencing 10/11/2025**

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**Job Description**

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| **Job Title** | **Premises Officer** |
| **Contract** | **NJC Grade D-E: SCP 5-11.** **Salary range: £24,790-£27,269**36 hours per week, full time. Working pattern can be negotiated. This role may require occasional evening or weekend work for school events. |
| **Purpose** | To ensure the school premises and grounds are clean, safe, secure, and well-maintained at all times. The caretaker plays a vital role in the day-to-day operation of the school, supporting a positive environment for pupils, staff, and visitors. |
| **Security & Safety** | * Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.
* Respond to and accurately record all call outs, liaising with the security force and police as appropriate.
* Make premises secure after break-ins.
* Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills as required.
* Undertake the role of Fire Marshall.
* Ensure the safe storage of materials covered by the COSHH regulations.
* Ensure stringent health and safety provision and adherence to the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.
* Maintain records of maintenance and safety checks.
* Contribute to the completion of risk assessment of security risks to the designated multi-school (site) premises (grounds, premises and contents) including vandalism/arson.
* Unlock and lock the school buildings, including gates and windows, at required times.
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| **Energy Management** | * Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person.
* Ensure lights and other equipment are switched off as appropriate.
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| **Porterage** | * Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
* Demonstrate and assist in the safe and effective use of specialist equipment and materials.
* Undertake porterage of stock, furniture and equipment as required.
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| **Maintenance & Repairs** | * Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.
* Responsible for the operation of a preventative planned maintenance programme and for routine inspections of designated buildings, fixtures, fittings, furniture premise and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
* Undertake minor day-to-day repairs as required.
* Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.
* Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
* Monitor the cleanliness of the premises (including externally), liaising with the Cleaning Supervisor on a daily basis.
* Ensure water outlets not used for more than 7 days are flushed before staff and students return to school.
* Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the premises.
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| **Support for the School/Organisation** | * Enable access to the schools for a maximum of 30 hours per annum following the normal closure time of the school premises.
* Complete all necessary administration submitting information as required to Senior Management Team to aid decision-making.
* Responsible, in conjunction with the relevant Administrator, for the administration and control of appropriate areas of budget.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
* Contribute to the organisation’s ethos, aims and development / improvement plan.
* Work as part of a team appreciating and supporting the role of other people in the team.
* Responsible for maintaining records, information and data, producing analysis and reports as required.
* Attend and participate in meetings as required.
* Undertake personal development through training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Assist in the induction of other support staff as required.
* Set up furniture and equipment for assemblies, meetings, or school events.
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| **Accountability** | Reports to Operations Manager |

Pope Francis Catholic Multi Academy Trust and St Edmund’s and St Thomas’ Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Pope Francis Catholic Multi Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

Please see link to our school’s Child Protection Policy here: [St Edmund's and St Thomas' - Policies](https://www.sestcatholicprimary.org/Policies/)

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

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**Person Specification**

Applicants must meet all of the essential requirements for this post. These will be measured as shown:

*Source: Application (A) Interview (I)*

Applicants should be able to provide a well-constructed and concise application providing demonstrable evidence of the essential requirements for the role.

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| **Qualifications and Professional Development** | **Essential** | **Desirable** | **Assessed by** |
| Experience of working with children and young people (either paid or unpaid) |  |  | A/I |
| Level 2 qualification or equivalent in Maths/numeracy and English/literacy. |  |  | A/I |
| Relevant Level 3 qualification or equivalent experience. |  |  | A/I |
| Willingness to participate in training and development opportunities |  |  | A/I |
| Relevant training (e.g., first aid, COSHH, manual handling). |  |  | A/I |

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| **Knowledge, Skills and Competencies** | **Essential** | **Desirable** | **Assessed by** |
| Practical experience in a caretaking, maintenance, or trade role. |  |  | A/I |
| Basic maintenance and DIY skills. |  |  | A/I |
| Excellent communication and interpersonal skills. |  |  | A/I |
| Proactive and well-organised with the ability to work independently and take initiative. Calm when working under pressure. |  |  | A/I |
| Understanding of health and safety responsibilities and hygiene procedures. |  |  | A/I |
| Awareness of COSHH regulations |  |  | A/I |
| Knowledge of moving and handling procedures |  |  | A/I |
| Knowledge of the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff. |  |  | A/I |
| Can work well as part of a team, with a friendly and positive outlook. |  |  | A/I |
| Basic IT skills for record keeping. |  |  | A/I |
| Team working skills to work towards team goals. |  |  | A/I |
| Knowledge of how the Premises Officer role contributes to the school’s performance as a whole. |  |  | A/I |
| Ability to respond positively to change, and can implement new ideas and methods to adapt working practices. |  |  | A/I |

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| **Experience** | **Essential** | **Desirable** | **Assessed by** |
| Previous experience in a school or educational setting. |  |  | A/I |
| Budget management experience. |  |  | A/I |