



Pope Francis
Catholic Multi Academy Trust

Enabling schools, aspiration and faith to flourish by:
Uplifting Hearts, Inspiring Minds

Premises Officer

RECRUITMENT PACK



Our Lady of
Walsingham

Catholic Primary School



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/

Thank you for your interest in this post.

A handwritten signature in black ink that reads 'Andrew Dawson'. The signature is written in a cursive style with a large, stylized 'A'.

CEO
Pope Francis CMAT



Welcome from the Headteacher

Dear Candidate

Thank you for applying to Our Lady of Walsingham Catholic Primary School.

I am immensely proud of everything our school achieves each day. At Our Lady of Walsingham, the child is at the heart of all we do. Our aim is always to provide the very best teaching and experiences to help every pupil reach their full potential. We have a large site for a one form entry school which we strive to keep at the highest standards for safety, cleanliness and comfort for all.

We go above and beyond to understand each child's individual needs and to support them in every way we can—whether through additional AI tutoring before school or enriching experiences such as residential trips to London and the Isle of Man.

We are proud of many aspects of our school, including:

- An established and robust curriculum, with experienced subject leaders who will mentor and support you in delivering high-quality teaching and learning
- Wonderful children who work hard, demonstrate kindness, and behave exceptionally well across the school
- High expectations for quality-first teaching
- A supportive and approachable leadership team
- Strong links with our local community, enabling you to engage meaningfully with the families we serve
- Excellent outdoor learning and sports spaces

We aim to make the interview process as relaxed and positive as possible. Our goal is to see you at your very best. I would warmly encourage you to visit us in school—come and see all we have to offer and experience first-hand the family ethos that defines Our Lady of Walsingham.

Thank you for your interest in this post.



Collette Simms
Headteacher
Our Lady of Walsingham Catholic Primary School

Why choose our school?

At Our Lady of Walsingham Catholic Primary School, we work together to inspire and learn, guided by God's love.

Our School Vision

Our school is a special place full of learning, laughter and friendship where everyone is happy, valued and feels safe. We enjoy the present but look to the future, aspiring to equip our children with the skills, curiosity and resilience needed to continue learning throughout their lives.

We pride ourselves on the care and support that we give all our school community - our pupils, our staff, our parents, our families and our parishioners, as we strive for excellence socially and academically. We foster the Gospel Values in all that we do with our children. All are welcome in this place! Our children deserve the best and we strive to provide it.

Our School Values

Safe, Kind, Respect

We are a friendly, welcoming and supportive school community where staff work closely together and support one another. There is a strong sense of teamwork and shared purpose, and all roles are valued for the contribution they make to the smooth running and success of the school.

“The staff group itself provides a strong and effective circle of support around individual members. There is great staff cohesion and strong bonds of friendship.”

— Jenny Knock, Attachment and Trauma Sensitive Schools Award

Our children are a joy to be around. Their friendliness, respect and excellent behaviour are regularly commented on by visitors. They take pride in their school environment and contribute positively to the school community.

We are proud of our strong links with the local community and parish, and the sense of belonging that this brings. Working at Our Lady of Walsingham means becoming part of a caring, values-driven environment where your role will make a meaningful difference every day.



Application Process

How to apply:

To apply for this post, please use our website [Our Lady of Walsingham Primary School - 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 **Emma Jones** at finance@olow.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**

The closing date for applications is Wednesday 15th April 2026 at 10am.

Shortlisting will take place on Wednesday 15th April 2026.

Interviews will be held during the afternoon of Tuesday 21st April 2026.

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 Our Lady of Walsingham 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: [Our Lady of Walsingham Primary School - Policies](#)



Pope Francis
Catholic Multi Academy Trust



**Our Lady of
Walsingham**
Catholic Primary School

Job Advert

Post Title: Premises Officer

Pay Scale: Grade E, Points 7-11, £26,403-£28,142

Contract: Permanent – all year round.

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:

Joy – we believe that Christian joy flows from knowing we are loved by God.

Mercy – we place compassion at the heart of our communities.

Service – we are called to serve others with humility and generosity.

Dignity – every person is made in the image and likeness of God & has inherent worth and unique gifts.

Solidarity – we are many parts, one body.

We are looking to appoint an ambitious and hardworking individual to join the team at Our Lady of Walsingham Catholic Primary School.

Visits to school can be arranged by telephoning the school office on 0151 525 6358.

CLOSING DATE: WEDNESDAY 15th APRIL 2026 at 10am

INTERVIEWS WILL BE HELD: TUESDAY 21st APRIL 2026



Job Description

Post Title:	Premises Officer
Pay Scale:	Grade E, Points 7-11, £26,403-£28,142
Contract:	Permanent – all year round
Responsible to:	SBM/Headteacher
Hours:	36 hours per week <i>Monday to Thursday 10:30am until 6pm with ½ hour lunch break</i> <i>Friday 10:30am until 5pm with ½ hour lunch break.</i> <i>1 in 4 Saturdays, hours to be confirmed.</i>

Some flexibility may be required in periods of bad weather or if there are planned activities on site.

Main Purpose: To provide a support service complementary to the teaching and learning activities in the school. In particular, to be responsible with the School Business Manager and Headteacher for the site and premises management.

To care for the school premises and site to ensure the health, safety and security of all pupils, staff, parents, governors and stakeholders, including contractors and visitors to the site. To work under the supervision of the School Business Manager to ensure workload is prioritised and efficiently completed.

Main responsibilities/ Duties

Health and Safety, Risk and Compliance

Under the direction of the School Business Manager and Headteacher, the Site Manager will be responsible for aspects of site Health and Safety, Risk and Compliance management.

Health and Safety: Oversight of all maintenance, safety and security of the premises and its contents including: -

- Working with the Trusts health and safety representative to promote a safe environment and to identify improvements for the school's capital building works.
- Oversee, and where appropriate, perform routine health and safety checks relating to the premises e.g. water, fire, alarms and lighting.
- Ensure that all cleaning and caretaking activities are carried out in a safe manner.
- Comply with all procedures required by the Health and Safety Policy and handbook.
- Ensure that all, school owned, cleaning equipment is in a safe working condition.
- Ensure all appropriate risk assessments are in place for caretaking/cleaning operations.
- Fire procedures, testing alarm on a weekly basis, co-ordinating fire inspections/alarm.
- Ensure the safe storage of materials covered by the COSHH regulations.

Risk:

- Audit of risk assessment of buildings, premises and grounds and for reporting any relevant issues to the Business Manager or Headteacher.
- Work with the School Business Manager to obtain quotations in line with the school's financial procedures for all premises related matters, always ensuring the safety of the site.
- General maintenance of school grounds, including termly risk assessments.

Compliance:

- Assist in monitoring the recording of statutory compliances and their completion.
- Maintain record logs for maintenance of fire safety, asbestos, legionella and all areas of compliance in the format required by the Trust Estates Policy.
- Work with the School Business Manager to maintain and monitor a buildings maintenance programme over a 5-year period.
- Work with the School Business Manager, ensure the school is compliant with all site matters for the DfE and ESFA, including the DfE's School Estate Management programme (2026).
- Liaise with project managers and on-site contractors for all works, both project and statutory compliance related.

Security of Premises

- Act as a keyholder carrying out security procedures for academy buildings and grounds.
- Conduct perimeter checks to ensure that premises have not been disturbed.
- Check and secure windows and internal doors.
- Switch on/off appropriate alarm systems and lighting.
- Lock/unlock gates and external entrance doors.
- Seek to prevent trespass on academy premises and grounds.
- Carry out recognised procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Provide access to the site in the event of emergency situations, inc. out of hours access as required.
- Deal with enquiries from Trust colleagues, contractors and members of the public.
- Support with operation of CCTV equipment if required, in line with Trust policies and procedures with due regard to GDPR regulations.

Lighting and Heating of Premises

- Monitor utility usage and bills and advise on efficiencies.
- Liaise with lighting specialists for warranty repairs.
- Operate the heating so that the required temperatures are maintained in the academy premises and that an adequate supply of hot water is available.

Cleaning of Premises

- Monitor cleaning /cleaning contract within the school, ensuring that the premises and furnishings are cleaned to a high standard.

- Inspect toilets at various time of the day, particularly after breaks, to see that cisterns and flushes are in working order and to disinfect where necessary.
- Walk around the building and play areas daily, picking up paper and litter etc. from all areas, including flowerbeds, drains and gullies.
- Sweep excess dirt from playground and clear leaves and debris.
- Ensure that dustbin points are clear, emptying litter bins and keeping clean and distributing bins as required for refuse and recycling collection.

Porterage

- Take delivery of materials and other goods received by the school and store them as directed.
- Arrange and stack furniture as required.
- Any other porterage duties as required by the academy.

Major and Minor Repairs

- be proactive in dealing with and reporting repairs, maintenance or emergency work required
- responsible to report any emergencies or faults with gas, electric, water supplies to the Business Manager, Headteacher and relevant suppliers.
- responsible for co-ordinating repairs, working with the School Business Manager to obtain best value as per Academies' Finance Policy.
- facilitate any minor repairs within their ability, training and health and safety constraints, for example: painting and decoration, joiner, minor repairs and improvements, plumbing, internal glazing – remedial action after break-ins, e.g. boarding up broken windows.
- Under the supervision of the School Business Manager agree the planning of building and maintenance works during holiday times.
- liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.

Staff Training and Supervision

- Will be responsible for the monitoring of the internal cleaners/external cleaning contract.
- May be required to give appropriate instruction, either individually or in groups, of the correct usage of materials and machinery with particular reference to safe working practices.

Grounds Maintenance

- Is responsible for managing the Grounds Maintenance in co-ordination with the Business manager and Headteacher and for working with contractors to ensure a safe and appropriate environment
- Will be required to ensure appropriate supplies of rock salt/grit and to clear the site of frost/snow to provide safe pedestrian/vehicular access in bad weather
- Is to ensure that all drains, gullies and grids are kept free flowing and clean, including clearing blockages.
- Will undertake light gardening duties, may include pruning and clearance by perimeter fencing, weeding to keep area tidy and planting of bulbs etc.

Reporting

- Assist in all aspects of reporting in relation to Site Maintenance, Cleaning and Repairs and Maintenance.
- Holidays to be taken in agreement with the Business Manager and in line with the needs of the school.

Lettings Management

- Where required, ensure that the premises are properly supervised while in use by hirers, including out of school hours.

Support for Pupils

- Establish good working relationships with staff and pupils, acting as a role model.
- Promote inclusion and acceptance of all pupils.

Support for the academy

- Have knowledge of and comply with the Trust and school policies and procedures. Report any concerns of breach of policy or procedure through the correct channels.
- Be aware of and support difference to help ensure that everyone has equal access to the services of the academy and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the catholic ethos of the school.
- Contribute and support any external monitoring, evaluation or review processes as required.
- Attend and participate in meetings as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in the academy appraisal process, undertaking personal development through training and other learning activities.
- Act as a First Aider. (Training will be provided)
- Act as a Fire Marshall. (Training will be provided)

What we can Offer In return we can offer you:

A truly child centred, friendly and holistic school

A strong team and school community

A caring Christian ethos

A safe and nurturing environment for our staff as well as our pupils

A supportive and solution focused SLT who are dedicated to school improvement

An SLT who are experienced in coaching and mentoring

As well as:

Progression pathways

Access to an Employee Assistance Programme Comprehensive whole school CPD programme

Comprehensive individual CPD programme

Onsite parking

Pope Francis Catholic Multi Academy Trust and Our Lady of Walsingham 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: [Our Lady of Walsingham Primary School - 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.

Person Specification

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

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

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

Qualifications and Professional Development	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> Facilities Management training or equivalent experience 		X	A
<ul style="list-style-type: none"> City & Guilds or equivalent relevant qualification or experience 		X	A
<ul style="list-style-type: none"> Level 2 qualification or equivalent in Maths and English 	X		A/I
<ul style="list-style-type: none"> Required to complete staff induction programme 	X		A/I
<ul style="list-style-type: none"> Willing to complete first aid training 	X		A/I
<ul style="list-style-type: none"> Willing to complete fire marshal training 	X		A/I
<ul style="list-style-type: none"> Willing to complete other training as required 	X		A/I

Knowledge, Skills and Competencies	Essential	Desirable	Assessed by
Demonstrate an understanding of inclusion	X		A/I
Good interpersonal skills	X		I
Knowledge of Health and Safety procedures	X		A/I
Awareness of COSHH regulations		X	A/I
Awareness of Health and Hygiene procedures		X	A/I
Knowledge of Moving and Handling procedures		X	A/I
Knowledge of the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff		X	A/I
Good organisational skills	X		A/I
Ability to prioritise workload	X		I
Ability to work under pressure	X		I
Ability to work on own initiative and make decisions within skill set	X		A/I/R
Ability to develop good working relationships with staff, pupils, visitors and all users of the school site	X		A/I/R

Ability to work without supervision	X		A/I/R
Computer literacy	X		A/I
Knowledge and experience of Microsoft software	X		A/I
Ability to undertake a range of maintenance tasks	X		A/I
Available for call out duties (e.g. to respond to alarms)	X		I
Willingness to wear protective clothing as required	X		I
Full UK Driving License	X		A/I

Experience	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> Experience of Caretaking/site keeping of a similar environment 	X		A/I
<ul style="list-style-type: none"> Commit to safeguarding policies and training requirements. 	X		A/I
<ul style="list-style-type: none"> Enthusiasm for contributing to the wider life of the school 	X		A/I

Personal Attributes

Communication & Influence

Actively listens to what others have to say and gains support for own opinion. Asks open questions and ensures that there is no confusion or ambiguity to the listener. Ensures own case is consistent when seeking support

Team working

Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

Organisational Awareness

Keeps up to date on changes/new developments in own and others areas of the school's activities and their impact on the school's performance.

Adaptability

Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

Use of technology

Can use and understands the purpose of information communication technology (ICT) and is able to use it for routine and pre-set purposes. Can share skills and knowledge with colleagues and has a willingness to remain proficient as the technological needs of the academy progress.

Professional Values and Practice

Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration. Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice. Ability to improve your own practice through observations, evaluation and discussion with colleagues.