



The Collegiate Trust  
Exceptional Education for All



# PREMISES MANAGER

## Waterfield Primary School



### Application Pack

# Waterfield Primary School

Role Location	Waterfield Primary School, Waterfield Gardens, Crawley, West Sussex RH11 8RA		
Salary	£16,260.55 - £17,424.44	Grade PF18- PF22 (pro rata to FTE 0.5)	
Details	Permanent, Part-time	20 hours per week	52 weeks per year (including 23 days paid annual leave plus bank holidays)
Start date	As soon as possible		
Application Closing Date	Friday 16 <sup>th</sup> August (5:00pm)		

## A message from the CEO

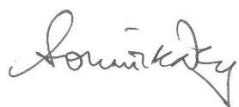
Thank you for your interest in joining The Collegiate Trust. I hope that this information pack will help you to learn more about our fantastic family of schools and the exciting prospect of joining us.

The Collegiate Trust is a dynamic place to work. Our mission is to collaborate to deliver an exceptional education for all and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that The Collegiate Trust is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. We take our responsibility as an employer very seriously, always striving to do best by our staff and focusing on wellbeing, development and achievement.

We would be delighted to receive an application from you if you feel that this role and our Trust may be right for you.

Yours sincerely



Mr Soumick Dey  
Chief Executive Officer



## Why work with us? The benefits

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits. Please click [Here](#) to see more detail about some of the fantastic employee extras we offer.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our appraisal process ensures that each and every member of staff is flourishing. Whether you are at the very beginning of your career or are looking to develop your experience, a school within *The Collegiate Trust* is a great place for professional growth. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

We are an inclusive and supportive trust who understands that our employees have commitments beyond work. We have a generous approach to flexible working, annual leave, compassionate leave and supporting our staff in times of difficulty. Your wellbeing is of utmost importance to us!

## An introduction to the role

### A message from the Principal

We are seeking an enthusiastic, motivated and skilled person to join the Waterfield team. The Premises Manager is responsible to the Principal for the general safety, maintenance and upkeep of the school premises and grounds, and for providing a safe, secure, clean, and warm environment for all children, staff and visitors. We are looking for a dedicated individual who will be a proactive member of the school community. Flexibility and commitment are essential characteristics of the role, in addition to demonstrating common sense and initiative at all times.

The job description and person specification shown in this pack will give you a good indication of who we are looking for, including the skills and experience that would make for our ideal candidate.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and The Collegiate Trust may be right for you. To apply, please submit an application via the TES portal, outlining your suitability for the post. If you have any queries or would like an informal discussion about the role, please contact me at [office@waterfield.org.uk](mailto:office@waterfield.org.uk).

Best wishes,

**Mr James Purveur**  
**Principal, Waterfield Primary School**



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## About Waterfield Primary School

Waterfield Primary School is a caring two-form entry primary school. We pride ourselves on providing children with a unique, ambitious primary curriculum that will enable all children to acquire the skills they require to succeed in the next steps of their education and beyond. Working collaboratively with The Collegiate Trust we aim to deliver '**Exceptional Education for All**', through every member of our school community '**Aiming High and Achieving their Best**'.

We pride ourselves in welcoming children to begin their seven-year learning journey in Nursery and Reception, forming close bonds with both the children and parents/carers. Children continue through our Lower and Upper School, experiencing memorable learning experiences that build from learning about our locality and community, to broadening their understanding of the global, inclusive and advancing world in which we all live in today.

Underpinning the learning journey at Waterfield are our three Community School Values of: **Kindness**, **Respect** and demonstrating a **Hard-Working** attitude, which are reflected by us all: adults and children alike. We celebrate our diverse community through mutual respect and appreciating everyone's individuality. Whilst we pride ourselves on ensuring ALL children receive superb teaching in reading, writing and maths, Waterfield places emphasis on the Arts, broadening cultural capital, integrating technology and giving children memories that they will look back on fondly in later years.

From our idyllic location by the Millpond, we have worked hard to ensure that learners have the advantage of accessing the highest quality resources and teaching spaces: including our Outdoor Early Years Learning Space, dedicated Arts Studio, Technology Suite, Access for ALL to specialist Music teaching (violin, clarinet, keyboards etc), Robotic Computer Science, Forest Glade and our newest provision, the NEST (a dedicated space both physical and digital for Nurture, Extended and Specialist Teaching).

By joining Waterfield, you are joining a partnership in learning, where we consider everyone to be part of the children's development and journey; encouraging School and Home to work in partnership as co-educators for our children's success, happiness and future.

**You can find out more information about Waterfield Primary School on our website:**

[Waterfield Primary School | Part of The Collegiate Trust](#)



## About The Collegiate Trust

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. The planned addition of a further secondary school will bring our Trust to c.7000 pupils and c.1000 employees.

Our strong culture of ambition is focussed clearly on **PEOPLE** and **LEARNING**. We ensure that the best interests of all those in our communities are always at the heart of our decision-making.

The work of *The Collegiate Trust* is informed by our core values: **Ambition and Collaboration**, leading to **Achievement and Enjoyment**.

There are three particular themes that drive our work and can be described as our *keys to success*:

**Partnership** – We work hard to cultivate strong professional relationships with each other, with our pupils, with their families and the wider community as we see this as the foundation on which our Trust is built.

**Progress** – To us, progress means much more than academic improvement. We place a great focus on personal and professional growth for all members of our community and it is this emphasis on continuous improvement that enables our pupils to fulfil their potential.

**Preparation** – Whether for the next stage of education, for work or for a future that is uncertain, it is our view that the prime purpose of school is to prepare young people for the rest of their lives and it is our intention is to prepare all pupils to help them achieve their goals and to go on to enjoy happy and successful futures.

**You can find out more information about our Trust on our website:**

[The Collegiate Trust | Exceptional Education for All \(tct-academies.org\)](https://www.tct-academies.org)



# What will I be doing?

## Job Description and Details

<b>Contract:</b>	Permanent, Part-time
<b>Hours:</b>	20 hours per week, 52 weeks per year (plus 23 paid days annual leave and bank holidays)
<b>Location:</b>	Waterfield Primary School, Crawley
<b>Accountable to:</b>	Principal

**Purpose of the Post:** To ensure that the learning environment within the school is maintained to a high standard, including security of the school buildings and site; Health & Safety; upkeep and maintenance of school buildings and grounds; and building developments and projects.

### Main Responsibilities

#### Security

- To be responsible for the adequate and effective security of the school buildings, site, and property.
- To coordinate provision of designated key holder (call out response), providing out of hours and emergency access to the school site.
- Responsibility for the regular checking and operation of school security systems (alarms and CCTV).
- To report any issues arising to the Principal/Director of Estates.
- Maintain the school's Key Register.
- Flexibility to undertake such duties, appropriate to the post as may from time to time be required to ensure the smooth running of the school.

#### Health & Safety

- Act as Health & Safety Officer for the school.
- Ensure that the school is fully compliant with all relevant Health & Safety, COSHH, and Fire Safety regulations.
- Undertake regular H&S checks of the school buildings, grounds, fixtures, and fittings, including fire equipment, reporting any concerns to the Principal, or Director of Estates.
- Undertake related risk assessments.
- Investigate and report on any H&S issues arising from accidents or incidents.
- Assist with the H&S induction and training of staff as directed.

#### Maintenance Services

- To be responsible for the general upkeep and maintenance of the school buildings, grounds, and services.
- Ensure key operational systems such as heating, plumbing, and lighting are safe and effective.
- Ensure that effective plans, guidelines, and instructions are maintained for all plant, equipment, and utilities.
- To be responsible for, and keep a record of, an annual maintenance and service programme, utilising Every Compliance. This is to include regular maintenance checks, and to ensure any recommendations and follow-up actions are taken.
- To regularly review any contractors/suppliers of the maintenance and service programme, to ensure value for money is achieved.
- To report and advise on any future potential costs/risks that may be identified from the annual maintenance and services programme, utilising the CAPEX survey.
- To procure the annual DEC.
- Ensure the smooth running of day-to-day contracts, such as waste disposal.
- Maintain and improve the learning environment by carrying out routine inspections, identifying, and implementing repair work.
- Oversee a continual painting and decorating programme.

### Building Developments

- Contribute to the strategic planning of the development of the school buildings, grounds, and facilities.
- Liaise with the Principal and Director of Estates on building projects.
- Oversee all major building projects, reporting any issues to the Principal or Director of Estates.
- Safeguarding and provision of utilities.

### General Caretaking

- Support the school with caretaking tasks.
- Setting up for events, moving furniture and equipment, litter picking (daily).

### General

- Other general office duties when required to do so by a member of the Leadership Team, including administration tasks to retain compliance, utilising Every Compliance.
- To wear uniform (featuring the school logo) at all times.

The above is not an exhaustive list and the successful applicant may be required to carry out additional duties as required by the role.

## Why am I right for this job?

We know that some people may not have 100% of the things we might think we want for a role but can make an EXCELLENT addition to our team and bring new things to the table that we may not have considered. If you think your skills and experience make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria! The notes should help you see if something is absolutely essential for you to be considered.

### Person Specification

#### Experience

- Evidence of making an effective contribution to a team.
- Previous experience in the building trade or accomplished in DIY.
- Experience of working in a school or similar environment.
- Have a good standard of dress and personal hygiene.

#### Knowledge & Skills

- Ability to plan, organise and prioritise work to meet deadlines.
- Ability to quickly establish and maintain positive relationships with pupils, staff, and families.
- Can communicate effectively with all members of the school community.
- Knowledge of safeguarding.
- Ability to promote a positive school ethos.
- Capacity to work alongside colleagues, contributing effectively to teams.

#### Professional Qualities

- An excellent command of the English language, to include speaking and written skills.
- Commitment to equal opportunities, inclusion, and safeguarding.
- Suitability to work with children.
- Willingness to accept support from others and to promote individual and team development.
- Potential for professional progression.
- Ability to work independently and on own initiative; taking responsibility for own professional development.

#### Attitude & Approach

- Professional and approachable attitude.
- Enthusiastic in all aspects of work and training.
- Motivated.
- Reliable.
- Be prepared to undertake an induction and training programme.

#### Safeguarding

- Ability to form and maintain appropriate relationships and personal boundaries with children and young adults.
- DBS certificate is required for this position.

All our staff MUST be able to fulfil to following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there had been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which case we can advise on alternatives)



## How to Apply

If you feel that this role and our school may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the Person Specification.

If you have any queries or would like an informal discussion about the role, please do not hesitate to contact us at [HR@tct-academies.org](mailto:HR@tct-academies.org).

***The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the Disclosure and Barring Service. Appointment will be dependent upon further health, medical, safeguarding and attendance checks.***