Built on botheredness . . .

the enquire learning trust

Enquire Learning Trust Application Pack

Premises Manager

ELTOCT2618

Flowery Field Primary School
Off Old Road
Hyde
SK14 4SQ

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The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

The Enquire Learning Trust is committed to promoting sustainability and environmental responsibility across all academies, in line with the DfE (Department for Education) Sustainability and Climate Change Strategy. We care deeply about creating school environments that positively contribute to the communities we serve. Our approach includes driving progress towards net zero carbon emissions, protecting biodiversity, and equipping our children with the knowledge and skills to build a sustainable future.

Flowery Field Primary School

Flowery Field Primary School is a large, three form entry primary school, located in Newton, Hyde. We are a school with a strong, rich community of students, parents and teachers brought together by a shared determination to work together to enable our pupils to all fulfil their individual potential.

At Flowery Field we value everybody, ensuring **respect** is at the heart of all we do.



Through our school motto OMBIGE (Only My Best Is Good Enough), we are relentless in our drive for high expectations and quality outcomes across the curriculum. We instil pride, celebrate achievements and nurture aspirations.



We promote key learning behaviours through 'STARS': children are rewarded for effort - STRIVE, working effectively with others - TEAMWORK, aiming high in their learning - AMBITION and persevering in the face of setbacks - RESILIENCE.



Effective relationships are one of the foundations that our school is built on. We offer a caring, nurturing environment, which recognises and celebrates differences, supporting children to establish their place in the world.

We hope that you have been able to get an insight of life at Flowery Field. If you are feel able to support us on our journey to outstanding, please get in touch.

Mrs Claire Silk

Principal

EAP Programme

The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

Premises Manager
ELTOCT2618

Working Hours: 30 hour per week
Working Weeks: All year round
Salary Scale Range: NJC Pay scale 15 - 21
Contract Type: Permanent
Start Date: ASAP
Location: Flowery Field Primary School, Off Old Road, Hyde, SK14 4SQ

About us

Flowery Field is a large 3 form entry primary school. We are a school with a strong, rich community of students, parents and teachers brought together by a shared determination to work together to enable our pupils to all fulfil their individual potential.

About the role

Flowery Field are looking to appoint a Premises Manager.

The fundamental part of the role will be premises management and health & safety compliance. This entails the maintenance and security of the building and grounds, ensuring the cleanliness of the site as a welcoming, safe and secure environment for pupils, staff and visitors, and taking responsibility for ensuring full compliance with current health and safety legislation.

You must also be willing to undertake routine maintenance, including painting and decorating, DIY and general repairs. There will be some later working for Meetings, special events and parents' evenings in which flexibility is essential. The Premises Manager is expected to attend to emergencies outside of school hours, therefore a full driving licence is essential.

What we are looking for

- Previous experience as a premises/site manager. Or in the building trade
- Somebody who can demonstrate good ICT, Literacy & Numeracy Skills
- Accurate Timekeeper
- Be able to relate well to Children and Staff – Interact with them in a friendly and positive manner

What we can offer

- Membership of GMPF
- Opportunities for development and progression
- Employee Assistance Programme provided by Health Assured
- Cycle to Work Scheme
- Octopus EV Scheme
- Lifestyle savings

Working arrangements

Monday to Friday
12:30 to 18:30

For more information, please contact Amy Jones on 0161 368 1466.

Details of visits to school are welcome please contact the school office on *phone number* to arrange.

How to apply

You can apply for this position by visiting The Enquire Learning Trust

Closing date and time: 13th November 2026 @ 12:00
Interview Date: 20th November 2026

DBS/Safeguarding Statement
The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**

JOB DESCRIPTION

Post Title: **Premises Manager**

Salary Scale: **NJC PayScale 15-21**

Reports to: **Principal & Academy Business Manager**

Child-focussed – understanding children are at the centre of all we do. Consideration given to working safely around children and commitment to safeguarding

The primary responsibility of the role is the management of the academy buildings and grounds. This includes the maintenance and security of the premises ensuring the cleanliness of the site as a welcoming safe and secure environment for pupils, staff and visitors. Responsible for ensuring full compliance with current health and safety legislation.

The role also requires the ability to undertake routine maintenance including painting and decorating DIY and general repairs. There will be some later working for meetings special events and parents' evenings in which flexibility is essential.

The Premises Manager is expected to attend to emergencies outside of academy hours therefore a full driving licence is essential.

Responsibilities

- **Management of school facilities and grounds – ensuring the site is a welcoming, safe environment conducive for learning**
- **Ensuring the school building gives children the best environment to support the educational delivery.**
- **To maintain and manage the appearance, sustainability and aesthetics of the school environment**
- **Managing statutory compliance by undertaking or facilitating the necessary checks to meet relevant legislation**
- **Assist school leadership team in preparing and maintaining relevant facilities documentation**
- **To monitor and evaluate the health and safety, risk and overall compliance of the school, and contribute to delivering the school action plan**
- **Assist the Trust in the management of its estate portfolio which could include on-site support at other schools within the Trust to effectively manage their premises**
- **Support, co-ordinate, facilitation and of internal and external audits, inspections and maintenance**
- **Assist the Trust in establishing and maintaining an asset management plan**
- **Promote, embed and foster a positive facilities and safety culture at school**
- **Provide support to the Trust and school for the implementation of new initiatives, systems and procedures and capital projects**
- **Work alongside departmental management at different sites to standardise and share best practice and improve standards**
- **Ensures school operative staff maintain awareness of health & safety compliance, statutory and regulatory standards and how they are met**
- **Supports with monitoring compliance and maintenance and escalate any concerns where standards may not be met**
- **Assists in identifying works to be undertaken and prioritised**
- **Helps ensure organisational processes and procedures are adhered to**
- **Any other reasonable duties as requested by the Senior Leadership team**

- **To maintain confidentiality at all times in respect of the Trust and the academy related matters**

Duties & tasks

Systems

- **Maintaining and manage facility, safety, compliance and asset records using the relevant IT systems**

Compliance/Safety

- **Complete and record statutory and non-statutory checks and tasks to ensure the building and grounds are safe for all persons to occupy and use**
- **Proactively identify hazards and safety concerns and take necessary action to mitigate risk**

Maintenance/porterage

- **Undertake routine maintenance and minor repairs across the site**
- **Manual handling deliveries, stock, resources and moving school**
- **Ensuring the school grounds are kept clean, safe and tidy (litter picking, weeding, gritting etc.)**

Operational

- **To act as a point of contact for emergency out of hours related issues**
- **To be flexible as to hours/ shifts worked to meet the requirements of the academy during both term time & academy holidays**
- **To make sure the policies and procedures set out by the Trust and school leadership are followed**
- **Completes and participates with site inspections, records findings and ensures they are appropriately addressed**
- **Identifies and acts upon any property condition concerns, whether that be conducting minor repairs or escalating significant issues to management**
- **Manages school level projects (minor works) including procurement, delivery and contractor management**
- **Supports with capital project delivery, helping minimise the impact upon school operations**
- **Contributes to the end-of-project feedback process to capture insights for improving the running of future projects**
- **Co-operate with and undertakes duties requested by the Trust**
- **Undertake initiatives to improve cost effectiveness of the academy**

Contractors

- **Ensure reactive and planned maintenance work is delivered in line with budgetary, time and health and safety requirements**
- **Planning, coordinating and managing the work of contractors**
- **Supervises maintenance workers according to risk assessments and method statements**
- **Ensure all contractors entering the building are inducted, accounted for, and safe to work**

Cleaning/Hygiene

- **Supervise and manage cleaning staff, promoting high standards, managing supplies and handling emergency cleaning**
- **Stock management of substances and consumables for use in the academy in accordance with relevant legislation and policies**

Training

- **Undergoes training and refresher sessions on statutory and regulatory standards and applies the learning continuously**
- **Undertake CPD training to support the educational delivery and needs of the school (safeguarding, GDPR, first aid etc.)**

- **Helps identify training needs among operative staff**

Skills – necessary:

- **Computer literate with experience in Microsoft Word and Excel. Competent in navigating and interacting with various in-house digital platforms**
- **Technical skills: experienced and competent to carry out routine repairs and planned maintenance (DIY level) including painting, building furniture, plumbing, minor repairs and upkeep to the building/site to a high standard.**
- **Uses own initiative and has a proactive approach to maintaining and improving the school facilities**
- **Well organised with the ability to prioritise and plan work**
- **Strong attention to detail**
- **Physically capable for manual handling activities i.e. moving heavy items and equipment**
- **Good communication skills (both verbal and written) and interpersonal skills with the ability to relate to children, staff and visitors**

Skills – desired:

- **Experience in premises/building management or construction trade**
- **Qualifications in FM, Health and Safety such as NEBOSH, IOSH etc.**
- **A basic understanding of Health and Safety such as COSHH, legionella, fire safety, asbestos etc.**

Functions

Compliance & Safety
Hazard reporting
Compliance
Policies and procedure are followed
Contractor management
PPM
External
Gritting
Statutory checks
Sweeping
Weeding
Hedge trimming
Litter picking/waste
Painting
Repairs and maintenance
Security
Projects
Emergency cleaning
Traffic management
Waste management
Internal
Repairs and maintenance
Statutory checks
Fault finding
Hazard reporting
Decorating
Plumbing
Porterage and manual handling
Furniture building
Stock management

Projects
Emergency cleaning

POST TITLE: Premises Manager		
PERSON SPECIFICATION		
MINIMUM ESSENTIAL REQUIREMENTS	**METHOD OF ASSESSMENT**	
Qualifications and Experience		
• 5 GCSE passes/ NVQ Certificates	E	A/C
• Qualified in relevant trade (joinery/ plumbing/ electrics)	D	A/C
• Relevant Health & Safety Qualification (IOSHH/NEBOSH)	D	A/C
• Awareness of health & safety & hygiene procedures & precautions	E	A/C/I
• Awareness of H&S regulations (such as COSHH)	E	A/C/I
• Knowledge and experience of safe moving and handling procedures	E	A/C/I
Skills and Knowledge		
• Strong organisational and time management skills and ability to cope with conflicting demands	E	A/I
• Commitment to high standard	E	A/I
• Ability to work as part of a team	E	A/I
• Ability to motivate others and ensure priorities are met	D	A/I
• Ability to respond calmly to emergencies	E	A/I
• Able to undertake some tasks which require physical effort and have fitness level appropriate to the duties	E	A/I
• Able to use initiative and work pro-actively to solve problems	E	A/I
• Understanding of policies and processes and compliance with both	E	A/I
Personal Characteristics		
• Ability to respond to advice and guidelines and to follow set procedures	E	A/I
• Desire and willingness to learn new skills	E	A/I
• Good physical fitness, clean and well presented	E	A/I
• Calm & pleasant manner, and sense of humour	E	A/I
• Trustworthy, reliable and punctual	E	A/I
• Observe confidences and show discretion	E	A/I
Other		
• Willingness to sometimes adjust working arrangements to meet changed circumstances	E	A/I

• **Full clean driving licence and own transport**	**E**	**A**

Contact Details:

Flowery Field Primary School
Off Old Road
Hyde
SK14 4SQ

Principal: Claire Silk

Telephone: 0161 368 1466
Email: admin@floweryfieldschool.org.uk

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations