Premises Officer

APPLICATION PACK



ALTUS
EDUCATION PARTNERSHIP
BRINGING EDUCATION TOGETHER

EDGAR
WOOD
academy

Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We are proud to be part of Altus Education Partnership Trust and are driven to fulfil our mission and vision:

OUR MISSION

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.

OUR VISION

To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough

Our staff are integral to realising our Vision and Mission, and therefore it is my aim as headteacher to ensure that we work as a team, look after each other, and ensure that Edgar Wood is a fulfilling place to work. Edgar Wood staff are a wonderful team and in any new additions we are looking for colleagues who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards. **Our last staff survey showed that 95% of staff are proud to be part of our school, and 93% enjoy working here**. Relationships are at the heart of everything we do, and our lates Ofsted outcome that we are so proud of quotes pupils as saying '***the best thing about the school is the staff'*** *(June 26)*

Should you decide to apply to Edgar Wood it is important that you know that this is the right place to take the next step in your career, and therefore visits to our academy prior to application are encouraged.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

Paul Jones

Paul Jones
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

- To apply, please visit our website and apply through **My New Term.**
- Our website: Our Vacancies - Altus Education Partnership
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

Deadline
The deadline for the post is **23rd November 2026** (to arrive no later than 12.00 midday).
Interviews are due to be held **w/c 30th November 2026**.

Shortlisting
We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary
The post will be paid on the **School Support pay spine**, **Scale Point 7 – 11 (£27,709 - £29,071)**

Start Date
As soon as possible

For an Application Pack
1. Visit **www.altusep.com**
2. Contact Sophie Bailey – HR Officer: **recruitment@altusep.com**
3. Telephone 01706 769999

Reward Package & Additional Benefits
We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement of 27 days, rising to 30 days with 5 years continuous service

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Edgar Wood Academy

Edgar Wood Academy is an 11-16 secondary school serving the communities of Middleton and Heywood. Since opening in 2021, the academy has grown rapidly and now educates over 600 students in a modern, purpose-built learning environment on Heywood Old Road.

Edgar Wood Academy is a school on a clear upward trajectory. In its most recent inspection, inspectors described the academy as "going from strength to strength", recognising the positive culture that leaders and staff have created. The report highlighted improving attendance, a stable and dedicated staff team, strong relationships between staff and pupils, and a shared commitment to ensuring every young person can thrive academically and personally.

Inspectors found that pupils feel listened to, supported and valued, and that leaders have established a calm and orderly environment where learning typically proceeds with little interruption. Staff were reported to be overwhelmingly positive about working at the school, citing improvements that have had a favourable impact on workload and wellbeing.

Altus Education Partnership

Altus Education Partnership is a growing multi-academy trust committed to providing exceptional education and improving life chances for children and young people across Rochdale. Established in 2017, the Trust brings together academies that serve pupils from primary education through to post-16 study, creating a strong and collaborative educational pathway.

Alongside Edgar Wood Academy, the Trust comprises:

- **Rochdale Sixth Form College**, an outstanding sixth form college with a national reputation for academic excellence and student progression.
- **Kingsway Park High School**, a successful secondary school recognised by Ofsted as Good and serving the local community with high aspirations for all students.
- **Bamford Academy**, a popular primary school known for its nurturing environment and strong educational outcomes.
- **Caldershaw Primary School**, an Ofsted Outstanding primary school that joined the Trust in 2025 and is highly regarded within the local area.

The Trust promotes a culture of collaboration, professional development and continuous improvement, enabling staff to share expertise and best practice across all academies. This collective approach ensures that both students and colleagues benefit from being part of a wider educational community.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

The Trust also benefits from strong local partnerships. Most notably, Altus works closely with Hopwood Hall College through a formal Memorandum of Understanding, supporting curriculum collaboration and helping to ensure smooth progression routes for students into further education and training.

Role Description

Job Title:	Premises Officer
Reports to:	Premises Manager
Contract:	37 hrs per week, all year round – Permanent.
Working Pattern:	Alternating shifts: • 7:00am to 3:00pm • 11:00am to 7:00pm During school holiday periods, hours will be 8:00am to 4:00pm.
Salary:	**School Support pay spine, Scale Point 7 – 11 (£27,709 - £29,071)**
Start Date:	As soon as possible

Overall Purpose of the Post

The Premises Officer will support the Premises Manager in ensuring the school site is well-maintained, safe, secure, and fully operational at all times.

This role requires a competent DIYer or tradesperson able to undertake a wide range of maintenance, minor repairs, and compliance tasks, contributing to the school's long-term efficiency and reducing external contractor costs.

Key Responsibilities

Site Operations & Security

- Assist with the daily operation of the school site, including opening, closing, and securing the premises.
- Act as a primary keyholder, including responding to out-of-hours emergencies.
- Monitor and operate systems such as fire alarms, intruder alarms, CCTV, heating, lighting, and BMS.
- Take swift and appropriate action in any security-related incident.

Maintenance & Repairs

- Carry out internal and external routine maintenance, painting, decorating, and minor repairs.
- Complete and record scheduled checks using We Are Every (training provided).
- Undertake statutory checks (e.g., fire safety, water systems, emergency lighting) and maintain compliance logs.
- Replace lighting lamps/tubes and ensure all areas meet required standards.

Health, Safety & Compliance

- Support statutory compliance and maintain accurate records for fire safety, asbestos, legionella, and other regulated areas.
- Work with the Health & Safety Representative to ensure high standards are upheld.
- Follow all procedures outlined in the Health and Safety Policy, COSHH regulations, and risk assessments.

Contractor & Resource Management

- Oversee onsite contractors, ensuring all work meets required standards.
- Procure quotes for routine maintenance and assist with budget planning.
- Monitor and order materials, equipment, and cleaning supplies.

Cleaning & Site Presentation

- Undertake cleaning duties and ensure high standards of cleanliness across the site.
- Maintain external areas to ensure the school grounds remain clean, tidy, and safe.
- Support school lettings, including the setup and dismantling of equipment.

Basic Trade Skills

The Premises Officer will be expected to carry out minor repairs and basic maintenance tasks including, but not limited to:

- **Plumbing:**
  - Changing taps, replacing washers, unblocking sinks/toilets, resealing fixtures, tightening pipe fittings, bleeding radiators, and completing routine visual checks.
- **Electrical:**
  - Replacing plugs and fuses, changing light bulbs and tubes, replacing damaged faceplates, resetting breakers, completing visual electrical checks, and (where trained) carrying out PAT testing.

Any work beyond basic maintenance must be escalated to the Premises Manager or a qualified contractor.

General Site Support

- Carry out portage duties, including moving furniture and equipment.
- Support with weekly setup, termly activities, and school events.
- Perform any other reasonable duties commensurate with the grade of the role.

Support for the School

The post will:

- 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 services of the school and feels valued, respecting their social, cultural linguistic, religious, and ethnic background.
- Contribute to the School ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.
- Perform any other duties as required.

Other:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An Enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Premises Officer: Person Specification

Criteria	Essential/ Desirable	How identified
Qualifications and Experience		
Level 2 (GCSE) or equivalent in English and Maths.	E	Application form
Able to use basic IT systems	E	Application form/Interview
First Aid at Work qualification or willingness to work towards one.	E	Application form/Interview
Proven practical skills in DIY, maintenance, painting, and repairs	E	Application form/Interview
Experience in premises, estates, or facilities maintenance	D	Application form/Interview
Experience of working within a Health and Safety framework.	D	Application form
Experience using fire, access control, security, or CCTV systems.	D	Application form/Interview
Able to operate fire safety procedures to meet fire safety regulations.	D	Application form/Interview
Experience coordinating or supervising contractors on site.	D	Application form/Interview
Experience completing statutory compliance checks (fire safety, legionella, emergency lighting).	D	Application form/Interview
Experience supporting school lettings or community use of facilities.	D	Application form/Interview
Trade-based experience (joinery, plumbing, basic electrics, painting/decorating).	D	Application form/Interview
Skills and Knowledge		
Strong interpersonal and communication skills	E	Application/Interview
Ability to follow procedures and escalate issues appropriately	E	Application/Interview
Able to work independently without supervision	E	Application/Interview
Physically capable of manual tasks (lifting, working at height, portage)	E	Application/Interview
High standards for building cleanliness, safety, and presentation	E	Application/Interview
Understanding of safeguarding in relation to premises roles.	E	Application/Interview
Skills in using hand tools and power tools safely and effectively.	E	Application/Interview
Ability to prioritise workload independently and manage competing deadlines.	E	Application/Interview
Ability to identify maintenance issues and propose solutions proactively.	E	Application/Interview
Self-motivated, flexible, reliable, and able to work evenings if required	E	Application/Interview
Strong attention to detail, particularly regarding safety and compliance.	E	Application/Interview
Ability to work additional hours occasionally (e.g., contractors, lettings, emergencies).	E	Application/Interview
Ability to travel within Rochdale if required	D	Application/Interview
Awareness of Equality Act & H&S legislation	D	Application



EDGAR WOOD academy

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