Edison Pace School
Providing young people with a brighter future

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Headteacher: Mrs N Hadfield

Dear Applicant

Vacancy for the post of Premises Support Officer

Welcome to Edison Pace School and thank you for your interest in the above position. This role offers a unique opportunity to work within a very experienced, successful and thriving team.

This pack contains information about the school - current position, the job, our expectations of the successful candidate and a job description. It also includes DBS and Data Protection information.

Your letter of application/supporting statement (towards the end of the application form) should be no longer than two sides of A4. Please ensure that you provide full details of your qualifications, employment (paid or voluntary) and the skills and interests you have that would equip you to undertake this role.

To be considered for this position, your completed application form must be received by the school by the deadline of 15:00 on Monday 16th November 2026. Commencement of this role will be January 2027.

Edison Pace School is committed to the protection and safety of its students and operates a safer recruitment policy. An appointment will be subject to an enhanced disclosure and barring service check.

If you wish to apply for the post advertised then I would like to take this opportunity to thank you for your application and your investment of time and, whatever the outcome, I wish you well in the future.

Yours faithfully



Mrs N Hadfield
Headteacher

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Job description for the post of: Premises Support Officer

Job details

Title: Premises Support Officer

Salary: £25,168

Hours: 39 hours per week

Contract type: Full-time, Permanent. Term time plus 4 weeks

Location: Shelton site (main location), with expectation of supporting at Porthill site when required

Reports to: Premises Manager, School Business Manager
Start Date: January 2027

Job Summary:

The Premises Support Officer is responsible for maintaining a safe, secure, compliant and well-presented school site, ensuring that the physical environment actively supports the wellbeing, safety and learning of students with SEMH and special educational needs.

Working in a heightened-risk environment, the postholder plays a critical safeguarding role by maintaining constant vigilance for potential hazards, including ligature risks, unsafe materials or objects that could be misused, and environmental risks arising from student dysregulation.

Although primarily based at our Shelton site, the successful candidate will be expected to display flexibility and support at our Porthill site when necessary.

Main purpose

Working closely with the Premises Manager and the School Business Manager, the Premises Support Officer will:

- support in ensuring the school site and grounds are clean, safe and well maintained
- perform general repairs and DIY
- work within the school's policies and procedures, be organised and professional
- demonstrate initiative and be able to liaise with external services and colleagues

Key Responsibilities:

Maintain a safe and secure school site:

- Open, close and secure the school site in line with agreed procedures
- Carry out regular checks of buildings, grounds and perimeter security
- Monitor access to site, reporting concerns promptly
- Respond swiftly to issues that may compromise safety or security

Health, safety and compliance:

- Support compliance with health and safety legislation and school policies
- Carry out and record routine checks, including fire safety, alarms, lighting and equipment
- Report hazards, defects and risks promptly and accurately
- Support risk assessments and safe systems of work
-

Work safely in a SEMH environment:

- Maintain constant vigilance for environmental risks specific to students with SEMH
- Proactively identify and remove:
    - Potential ligature points
    - Items that could be adapted into weapons
    - Loose fixtures, materials or damaged areas
- Respond promptly to hazards in order to prevent escalation of risk

Maintain and repair buildings, fixtures and fittings:

- Carry out routine maintenance and minor repairs across the site
- Carry out DIY jobs to enhance the provision
- Respond to maintenance quickly, liaising with the Premises Manager for any external contractors needed
- Liaise with contractors for specialist repairs and works
- Ensure repairs prioritise safety, durability and suitability for SEN students

Landscaping and external environment:

- Maintain outdoor spaces, including playgrounds, pathways and green areas
- Ensure external areas are safe, tidy and free from hazards
- Adapt outdoor environments to support regulation, wellbeing and safe play
- Enhance environments to support growth and development of the school
- Monitor fencing, gates and boundaries for safety and security

Continual improvement of the site for SEN needs:

- Support ongoing development of the site to meet the needs of students with SEND and SEMH
- Contribute ideas to improve safety, durability and accessibility
- Adapt spaces in response to changing student needs and behaviours
- Work collaboratively with leaders to prioritise site improvements

Presentation and pride in the school environment:

- Perform cleaning duties when necessary to ensure the site is clean, well-maintained and welcoming
- Take pride in the appearance of buildings and grounds
- Address damage or wear promptly
- Support a positive first impression for students, families and visitors

Work collaboratively and professionally:

- Work closely with school staff to support daily operations
- Communicate clearly about site issues and priorities
- Maintain professional boundaries and confidentiality
- Follow reasonable requests from senior leaders

Conduct:

The Premises Support Officer is expected to demonstrate high standards of personal and professional conduct at all times, including:

- Commitment to safeguarding and student safety
- Calm, professional behaviour in challenging situations
- Respect for confidentiality and school policies
- Reliability, punctuality and flexibility
- Acting in line with statutory guidance and school procedures

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Personal specification for the role of Premises Support Officer

CRITERIA	QUALITIES
Qualifications and training	› No formal qualifications are required, however, practical/trade knowledge and skills are essential › Knowledge and awareness of health and safety procedures and precautions would be advantageous › First-aid training, or willingness to complete it would be advantageous › Driving licence is essential
Experience	› Experience in practical skills and/or trade required › Experience of working within a school setting would be advantageous
Skills and knowledge	› Good organisational skills › Excellent time management skills and the ability to prioritise tasks › Able to work cooperatively with colleagues as part of a team › Abie to work independently and efficiently › Strong attention to detail and thoroughness when completing tasks › Ability to be flexible to ensure the needs of the school are met on a day-to-day basis › Experience in site maintenance, caretaking or facilities management › Practical problem-solving and repair skills › Understanding of safeguarding responsibilities › Pride in maintaining a high-quality environment

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Edison Pace School safer recruitment procedure

Edison Pace School is committed to safeguarding and promoting the welfare of all students. To meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

Level of disclosure required: **ENHANCED.**

This post is classified as having substantial access to children and so is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Shortlisted applicants will be sent a form to complete and required to declare:

- All unspent convictions and conditional cautions.
- All spent convictions and adult cautions that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. The Edison Pace School is an equal opportunities employer and is committed to eliminating prejudice in employment. A person's criminal record will not in itself debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- Your age at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) provided.
- Whether your circumstances have changed since the offending behaviour.

If you are shortlisted to attend for interview you will be asked to complete a confidential Criminal Records Declaration Form. The information disclosed on the form will not be kept with your application form during the application process. The information will only be seen by those who need to see it as part of the recruitment process.

It is important that applicants understand that deliberate attempts to conceal the information requested in the confidential form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from **Criminal Record Support Service.**

All applicants who are offered employment will be subject to a criminal record check, and a check will be made with the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Any information will be treated with the strictest confidence, and you will only be prevented from obtaining employment if it is considered that you have a criminal record that makes you unsuitable for the post in question.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information. Referees will be asked about whether the applicant has been the subject of any safeguarding concerns, so referees should be a senior person with the appropriate authority.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to a further six months). The probation period is a trial period, to enable us to assess an employee's suitability for the job for which they have been employed. It provides us with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.

Our recruitment processes

At Edison Pace School we are committed to promoting a diverse and inclusive community and we reject any form of harassment, discrimination or victimisation. We are committed to providing equal opportunity in recruitment and employment to all individuals. We will consider candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability or any other legally protected status; and without discrimination based on socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristics or statuses. We want to provide a positive experience at interview and want our recruitment process to set up candidates for success.

The application processes

Unfortunately, due to the substantial number of applications that we receive, we are sometimes unable to respond to unsuccessful applicants. Feedback is only provided to shortlisted candidates who attend an interview.

Candidates who are shortlisted will be contacted to inform them that they have been selected and to confirm their availability to attend for interview.

On confirmation of attendance, candidates will be informed of the relevant information needed to prepare for a skills test and/or interview, depending on the post they have applied for.

The interview processes

On confirmation of your attendance, you will be emailed information regarding the arrangements for the day, such as time of arrival and information about the format for the process.

Candidates are asked to bring relevant qualification certificates, plus photographic ID. These are checked by HR on arrival at reception. Following the lesson or test, the recruitment and selection panel will analyse the results, and further shortlisting may take place prior to the interviews.

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Edison Pace School data protection statement

Data protection statement

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process.

Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. All processing of personal data by the school is undertaken in accordance with the principles of the General Data Protection Regulation 2016.