



PENRYN COLLEGE

Job Description and Person Specification

Job Title:	Premises Team Member
Grade:	E - £24,530 per annum
Hours:	Monday to Friday – Full time, 37 hours per week. Part time hours will be considered.
Responsible to:	Premises manager
Important functional relationships:	<p><u>Internal:</u> Headteacher, School Leadership Team, School Operations Lead, Premises Team, Lettings Administrator, staff, pupils</p> <p><u>External:</u> Suppliers of goods and services, Cornwall Council Departments, contract maintenance staff, cleaning staff, parents, visitors to the school</p>

MAIN PURPOSE OF JOB:

To support the Premises Manager in maintaining a safe, clean, secure and well-presented site, including buildings, grounds and facilities.

This role includes general maintenance, site security, and groundskeeping duties to ensure the premises are fit for purpose and compliant with health and safety standards.

MAIN DUTIES AND RESPONSIBILITIES

Site Maintenance and Security:

- Opening and closing site and securing premises after site users have left in the evenings
- Assist with daily site inspections and reporting of defects or hazards.
- Carry out minor repairs and maintenance tasks.
- Support with opening and closing of the site, including alarm systems and access control.
- Monitor contractors on site and ensure compliant with safeguarding and safety procedures.

Grounds Work:

- Maintain outdoor areas, including lawns, playgrounds, sports fields and pathways.
- Operate grounds maintenance equipment (e.g., mowers, strimmer's, leaf blowers)
- Support seasonal tasks such as gritting, snow clearance, and leaf collection.

Health and Safety:

- Follow and promote safe working practices in line with PUWER, COSHH, and site-specific risk assessments, Adherence to safeguarding protocols is mandatory.
- Support fire safety checks, legionella flushing, and emergency evacuation procedures.
- Ensure all tools and equipment are used and stored safely.

Logistics and Support:

- Assist with deliveries, portage, and room setups for events or lessons.
- Support waste management and recycling initiatives.
- Respond to maintenance requests and helpdesk tickets.

Date Prepared: September 2025 Prepared by: Penryn College



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ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant experience</u>	Experience in premises or facilities work, including basic maintenance and groundskeeping.	Good standard of practical knowledge, skills and experience of building and grounds maintenance work in a school or similar environment. Site security experience.	Application form & Interview.
<u>Qualifications & training</u>	Level 2 NVQ, GNVQ or GCSE qualifications plus suitable trade qualification (or relevant experience). Level 1 qualifications may be considered if accompanied by extensive relevant experience.	Basic Health & Safety qualification. Lifting & manual handling training. High level cleaning safety training.	Application form.
<u>Knowledge, skills and abilities</u>	Good understanding of health and safety practices. Good practical skills. Good organisational skills. Good communication skills. General knowledge of building maintenance.	Knowledge of school mandatory compliance requirements. Basic IT skills for logging tasks and communicating with the team.	Interview.
<u>Any additional factors</u>	Ability to undertake physically demanding work. Ability to work as part of a team or alone. Flexible approach to work requirements, including able to work unsocial hours. Ability to work on own initiative/self-motivated. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.

Additional Information:

- Training and development opportunities available. Staff must be prepared to adapt to changing schedules and support safeguarding initiatives.
- This role will include shift working and a flexible approach to shift patterns is essential.

The Recruitment Process

Application

Applications must be received no later than **Friday 3rd October**, 9am. Applications received after this date will not be considered.

Shortlisting

Shortlisting will be finalised on 3rd October 2025. Shortlisted applicants will receive an email inviting them to interview. References will be taken up upon acceptance of interview. Please ensure you indicate clearly on your application form if you are happy for us to do so.

Interview Process

Interviews will be held **Wednesday 8th October**. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

Taking up post

The successful applicant will take up the post as soon as possible.

Additional information

For further information, please contact Becky Withers, HR Manager by email bwithers@penryn-college.cornwall.sch.uk

Safeguarding

Penryn College is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

We reserve the right to interview prior to the closing date should an exceptional candidate apply.