



# THE URSULINE ACADEMY ILFORD

*A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood*



## **MISSION STATEMENT:**

*The Ursuline Academy Ilford is a Catholic community of faith, love, kindness and service. Guided by Gospel values and the Holy Spirit, we strive to create an inclusive environment where everyone in our diverse community can reach their full potential in all their endeavours.*

*Our young women are inspired by the witness of St Angela and the vibrant school community, whose motto 'SERVIAM'- I will serve, empowers us all to play our full part in society.*

## **PREMISES OFFICER**

**SEPTEMBER 2026**



The Ursuline Academy Ilford is a four-form entry Catholic comprehensive school for girls aged 11-19, serving students who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success.

The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it. Consequently, students' behaviour for learning is exemplary.

Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter's development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.

Fiona A Stone  
Headteacher



# THE URSULINE ACADEMY ILFORD

## PREMISES OFFICER

Temporary Post From: September 2026 to August 2027

2 days, 14 hours per week

Scale 5 – Range 12 to 17

FTE Salary: £32,533 - £34,997 (inc. Outer London Allowance) per annum

Actual Salary: £12,652 - £13,610 (inc. Outer London Allowance) per annum

We are looking to recruit an enthusiastic, efficient, motivated, friendly and suitably experienced Premises Officer. This is an exciting opportunity to join the premises team within our school.

### HOW TO APPLY

Application Form is available to download from [www.uai.org.uk/joining-us/come-work-at-uai](http://www.uai.org.uk/joining-us/come-work-at-uai)

Please return your completed application form via email to: [applications@uai.org.uk](mailto:applications@uai.org.uk)

Visits can be arranged by appointment please contact our HR Officer for details.

**Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be taken up prior to interview.**

The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with Safer Recruitment Policy and practice. The successful applicant will undertake an enhanced DBS check.

**PLEASE NOTE WE ARE UNABLE TO ACCEPT CV'S**

**Closing Date:** 26<sup>th</sup> June 2026

**Interviews:** Week Commencing 29<sup>th</sup> June 2026



## JOB DESCRIPTION

### PREMISES OFFICER

<b>REPORTING TO:</b>	<b>Premises Manager, Senior Leadership Team</b>
<b>LIAISING WITH:</b>	<b>Teaching and Support Staff and others as required</b>
<b>HOURS:</b>	<b>Part-time*</b>

\* Likely to involve shift work plus general flexibility regarding working hours plus a requirement to work out of contracted hours when required – e.g. in case of emergency, special events or out-of-hours building works

**Key Responsibilities:** The primary purpose of this post is to carry out a range of duties which contribute to the maintenance, repair and security of the Academy's premises and the voluntary transportation of students to and from off-site facilities. To be a key holder for the Academy premises/sites. To provide an efficient Premises service.

#### Principal Accountabilities

- Work cooperatively with the Premises Manager and other members of the team as appropriate to ensure that the building and grounds are maintained to expected high levels of cleanliness, hygiene, attractiveness of appearance and operational effectiveness
- Carry out routine tasks, as directed, including:
  - Assisting with secure opening up and lockdown arrangements at the beginning and end of the school day and other times as appropriate, including weekends and school holidays – including ensuring lights and all other electrical equipment are switched off at point of lock down
  - Assisting with regular security checks and promptly reporting any system failures
  - Operating standard equipment to carry out specific tasks, as directed
  - Preparing and providing standard equipment and/or resources/materials, as directed
  - Carrying out daily/weekly checks of toilet areas, bin areas, all-weather pitch, perimeter security etc, as directed
  - Taking prompt and appropriate action to ensure the maintenance of a clean and fully functional working environment both internally and externally, including:
    - Carrying out straight-forward repairs to or replacement of parts for school equipment
    - Reporting to appropriate person any faulty equipment or more technically challenging maintenance requirements
  - Assisting with the receipt, distribution, collecting and dispatch of goods – including arranging orderly and secure storage of supplies, in line with agreed school policy and procedure
  - Assisting with the organisation and movement of furniture within the building
  - Taking and reporting energy meter readings, as directed
  - Carrying out basic record keeping, as per agreed school procedures
- In addition, carry out higher-level responsibilities equivalent to Scale 5, particularly in relation to works which might otherwise require the involvement of an external contractor
- Participate as appropriate in the school's agreed Performance Management Programme.
- Demonstrate a commitment to own continuing professional development, through participation in appropriate training.
- Maintain awareness of and comply with all relevant school policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.
- Consistently role model the behaviour and conduct expected of students and where appropriate other members of staff.
- Undertake any additional duties or responsibilities, commensurate with the scope and grade of the post, as reasonably directed by the Principal or other immediate line manager(s).

#### Health & Safety

Premises staff are expected to undertake bending, lifting and stretching in the course of their duties e.g. maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture. You are required to adhere to the requirements of the Health & Safety at



Work Act, and to follow the Academy's policies, procedures and/or guidelines, regarding COSHH, working at Height, Manual Handling, and Ladder Safety using the correct PPE etc.

- ◆ To assist the Academy in carrying out the above duties you will be required to attend regular mandatory and site-specific training sessions as seen appropriate by the Premises Manager.
- ◆ You are required to report any issues or concerns to the Premises Manager immediately.

**General**

- To attend and participate positively in team and other meetings as required;
- To provide cover for the work of other team members in their absence as required;
- To participate positively in training and Performance Management;
- To comply with Health & Safety within the workplace to ensure the safety of all stakeholders;
- To be smart and presentable at all times, complying with the dress code;
- To maintain at all times a courteous, helpful and polite response to all stakeholders;
- To undertake any other duties appropriate to this area of work and consistent with the level of the post as may be required from time to time.

**DECLARATION**

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection /Safeguarding and Health & Safety regulations. I further understand that the above does not constitute an exhaustive list and I agree to undertake any reasonable request made of me by the Headteacher or Deputy Headteacher acting on his/her behalf.

Name:

Signature:

Date:



## PERSON SPECIFICATION

### PREMISES OFFICER

#### Qualifications

Educated to at least Grade C GCSE Level or equivalent  
OR  
Appropriate relevant facilities-based experience

#### Experience

- Experience of facilities-based or other relevant work in a school or other comparable organisation

#### Skills and Understanding

- Good organisational, communication and interpersonal skills
- Good level of technical competence in all areas relevant to the post
- Understanding of and commitment to the Ursuline Academy aims and the challenges and opportunities facing the school
- Understanding of the need for and commitment to work flexible and/or unsocial hours to fully meet the needs of the school
- Understanding of the need for and commitment to the importance of flexible working across the whole support staff team
- Understanding of the need for and commitment to maintaining excellent attendance and punctuality

#### Qualities

- A positive attitude to work and life
- Honesty and Integrity
- Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it.
- Hard-working, resilient and professional
- Commitment to own continuing professional development and to supporting the continuing professional development of others