


# Premises Assistant

# Support Staff Application Pack 2026-2027

Headteacher: Louise Druce
Chair of Governors: Rebecca Jennings

Stamford Green
Primary School and Nursery

Dear Applicant,

**Come and join our team**

Thank you for your interest in working at our school. Stamford Green is a three form entry primary school and nursery providing a friendly, dynamic and exciting place to learn and work.

We are looking for a professional, positive Premises Assistant with a creative and resilient approach to work as part of our school team. In return we can offer you:

- a friendly, supportive environment
- excellent facilities
- a comprehensive induction programme
- a special leave policy that supports family life
- a cashback healthcare scheme
- membership of the Local Government Pension Scheme

To support the well-being of our staff we provide a generous special leave policy and health cover for staff which provides a range of services including health screening, GP telephone and video consultations, physiotherapy, counselling and private medical operations for certain conditions.

We encourage applicants to come and see our school and you are welcome to make an appointment to visit us. Please contact Beth Saunt, School Operations Leader b.saunt@stamford-green.surrey.sch.uk or 01372 725383.

Stamford Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our school's safeguarding policy can be viewed on our website here . As part of our safer recruitment procedure, shortlisted candidates are required to bring to their interview documents to confirm identity, name, date of birth and address. On-line checks will be carried out prior to interview and to facilitate this, shortlisted candidates will be asked to provide details of their on-line presence. The successful candidate will be required to obtain an up to date DBS enhanced clearance.

I look forward to receiving your application.

Kind regards,

Louise Druce
Headteacher

# Our School Motto

*Working together to be the best we can*

# Our School Vision

To be a continually improving learning community for all, where children realise their potential.

This is brought to life through our seven commitments, to each child, during their journey with us:



**Inspiring** - We believe that the most effective learning comes from having hands on, enjoyable and memorable experiences that feed the imagination and fuel the desire to find out more.



**Happiness** - It is our wish that the children at Stamford Green feel cared for, so that a sense of fun and positivity leads to happiness in all we do. There are some things in life that we all just have to do, but it is the attitude with which these tasks are approached that matters.



**Achieving** - Knowing each child's strengths and areas of development allows us to assist every child in moving forward. Giving them individual support and strategies to succeed, aids their improvement and ensures progress.



**Values** - As a school, the pupils, parents, staff and governors worked together to decide on twenty two values that would become a part of school life. From assemblies and lessons to everyday actions and vocabulary, everyone uses our school values: *Manners, Sharing, Courage, Tolerance, Friendship, Respect, Effort, Forgiveness, Hope and Aspiration, Self-Belief, Responsibility, Reflection, Empathy, Honesty, Patience, Humility, Independence, Caring, Making Good Choices, Justice, Resilience.*



**Ambition** - We constantly aim to raise children's aspirations, helping them to become lifelong learners. We want to equip them to succeed in the 21st Century, as we are not just educating the children of today but the citizens of the future.



**Learning** - It is our goal to give all children the chance to shine. Children are given wide ranging experiences and opportunities, not only in the classroom but beyond, to express themselves within a supportive and challenging learning environment. Individual abilities and talents are recognised, fostered and developed and this contributes to the continued success of our pupils.



**Togetherness** - We believe that excellence comes from creating an open and nurturing environment where evaluation from children, parents, staff and governors leads to improvement. We recognise that relationships matter and are central to success. Whether you are in the classroom, working with other people for the good of the school or helping our community, we want everyone to feel safe, secure and above all else happy, as together everyone achieves more.

# Application Information
# Permanent
# Premises Assistant

## To start as soon as possible

## Full Time (36 hours per week)

| Daily Hours | | | | |
|---|---|---|---|---|
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 8.00am – 3.45pm | 8.00am – 3.45pm | 8.00am – 3.45pm | 8.00am – 3.45pm | 8.00am – 3.30pm |

½ hour lunch break within the working day.

**Salary and benefits**
The salary will be within Surrey grade PS3, currently £25,133. You will also be eligible to join the Local Government Pension Scheme. Annual leave allowance of 26 days plus bank holidays, increasing to 28 days after 2 years' service and 31 days after 5 years' service.

The successful applicant will be eligible for the school's healthcare plans including a cashback plan for a range of services including dental, optician, podiatry and physiotherapy as well as health screening, GP telephone and video consultations, counselling and private medical operations for certain conditions.

**Recruitment Process**
We encourage applicants to visit the school. If you would like to arrange a visit, please contact Beth Saunt, School Operation Leader – b.saunt@stamford-green.surrey.sch.uk .

Completed applications forms must be returned by 9.00am on Wednesday 2 December 2026 to Louise Druce, Headteacher, Stamford Green Primary School, Christ Church Mount, Epsom, Surrey, KT19 8LU or by email to b.saunt@stamford-green.surrey.sch.uk . Please note that we reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore we would recommend that you submit your application as soon as possible.

We will contact you by email or telephone by Friday 4 December 2026 if you are being invited for interview. If you do not hear from us please assume that your application has not been successful. Interviews will be held on Wednesday 9 December 2026.

Applications must be on the application form, curriculum vitae will not be accepted. Please also provide a supporting statement showing how you meet the person specification on no more than 2 sides of A4 paper at no less than font size 11. In your supporting statement, please tell us why you would like to work at Stamford Green, what relevant experience you have and how you can contribute to our vision and motto. Please illustrate your points with specific examples of your experience.

Other Information:

- Stamford Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The appointment will be subject to a satisfactory medical screening, DBS enhanced clearance and evidence of relevant qualifications.
- As part of our safer recruitment procedure, on-line checks will be carried out prior to interview and to facilitate this, shortlisted candidates will be asked to provide details of their on-line presence.
- As part of our safer recruitment procedure, shortlisted candidates are required to bring to interview original documents to confirm their identity, right to work in the UK (ideally passport) and evidence of qualifications.
- References will be taken up prior to interview unless you have expressly asked us not to do so in a covering letter.

Stamford Green Primary School

# Job Description

## Premises Assistant

Permanent, 52 weeks per year
36 hours per week
Salary: Grade PS3

**Job Purpose:**
The purpose of this role is to assist the Premises Leader and cover in his absence to provide a clean, safe and secure school site in order to:

- support teaching and learning
- promote the caring ethos of the school
- create a safe and welcoming environment to support and nurture all the children in the school

**Accountability to:** School Business Leader

**Key Responsibilities:**

- Ensure that the school is kept clean and tidy on a daily basis both inside and out.
- Ensure that all necessary supplies are kept well stocked.
- Collect and dispose of refuse and recycling.
- Carry out cleaning as required.
- Ad hoc cleaning as needed (a cleaning contract is in place for regular cleaning).
- Carry out grounds maintenance tasks to keep the entire school site safe, clean and clear.
- Undertake garden maintenance as needed and maintain planters around school. (Regular major garden and grounds maintenance is carried out by external contractors).
- Carry out regular maintenance and health and safety checks as directed by the Premises Leader or School Business Leader.
- Undertake emergency first line maintenance and repairs and liaise with contractors if further expertise is required.
- Assist with receiving, unpacking and distributing deliveries.
- Ensure drains and gullies are kept clear and clean.
- Secure all school buildings and set alarm systems when school is not in use.
- Ensure site security including events outside normal hours as directed by the Premises Leader or School Business Leader (overtime payable).
- Provide safe access to the site in the event of snow or other emergency situations.
- Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed.

**General**

- Maintain a professional and friendly approach at all times.
- Liaise with other school staff to ensure work is carried out with minimum impact to teaching and learning.
- Maintain strict confidentiality of all pupil data in accordance with the Data Protection Act.
- Undertake any other task that might reasonably be required.

# Stamford Green Primary School
# Person Specification
# Premises Assistant

E = Essential D = Desirable

| | |
|---|---|
| Experience | |
| Experience of premises care and maintenance. | D |
| Experience of working in a school or other community setting. | D |
| Experience of operating equipment. | D |
| Teamworking skills | |
| Ability to build good relationships with staff and all stakeholders. | E |
| Skills, abilities and personal qualities | |
| Professional, welcoming manner and an obvious sense of pride in your work. | E |
| Caring and sympathetic attitude to children and ability to empathise with their concerns. | E |
| Personal integrity and loyalty and ability to remain confidential at all times. | E |
| Be a part of our 'can do' culture and demonstrate that you can go 'above and beyond'. | E |
| An ability to work independently and on your own initiative. | E |
| Believe and contribute to our school motto 'working together to be the best we can'. | E |
| Excellent team working skills. | E |
| Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools. | E |
| A passion for the job and enthusiasm to fully participate in whole school life. | E |
| Ability to use your initiative to analyse tasks and decide how the best result will be achieved. | E |
| Ability to take actions and communicate implications. | E |
| Ability to be supportive of colleagues. | E |
| Accuracy and attention to detail. | E |
| Flexibility to respond to changing demands. | E |