

Premises Assistant / Premises Apprentice

Job title:	Premises Assistant or Apprentice
Reports to:	IT & Estates Manager
Location:	Pinewood School, Ware, SG12
Grade/Salary:	£23,500 – £25,119 (H3-H4, depending on experience) - Apprentices' salary level dependant on age
Hours:	Full-time, 37 hours per week (Monday–Thursday 8am to 4pm, Friday 8am to 3.30pm)
Contract:	Permanent, 52 weeks per year, 25 days annual leave, 6-month probationary period

Are you practical, proactive, and eager to make a real difference?

Pinewood School (Ware, SG12) is seeking a dedicated Premises Assistant or Premises Apprentice to join our friendly team. This is a rewarding role supporting the day-to-day running, maintenance, and security of our school site, ensuring a safe and welcoming environment for our community.

What will you do?

- Work closely with the IT & Estates Manager to keep our facilities safe, clean, and well maintained
- Carry out essential maintenance, repairs, and health & safety checks
- Support with cleaning, portage, and deliveries
- Help maintain our minibus and assist with setting up for school events

What do you need?

- Good communication skills and a proactive attitude
- Basic English and Maths skills (GCSE or equivalent)
- Willingness to learn, train, and develop new skills
- Ability to work independently and as part of a team
- Full UK driving licence (or willingness to obtain) and readiness to train as a minibus driver

What do we offer?

- Competitive salary or apprenticeship wage
- Excellent CPD and training opportunities
- A supportive staff team and strong leadership
- Staff wellbeing initiatives (Education Mutual)
- Access to new school facilities from Easter 2025
- 25 days annual leave and a 6-month probationary period

Main purpose of the role

To support the maintenance and security of the school's facilities, working closely with the IT & Estates Manager to ensure high standards in site operations, health and safety, and general premises upkeep. The role is key in ensuring a safe, secure, and welcoming environment for pupils, staff, and visitors.

Key responsibilities

- Support the day-to-day maintenance and security of school buildings and grounds
- Work collaboratively with the IT & Estates Manager and wider staff team
- Assist with monitoring, operation, and basic maintenance of heating and building management systems
- Carry out routine health & safety checks, including fire alarms, emergency lighting, and water temperature checks (legionella)
- Support with portable appliance testing (PAT) under supervision
- Undertake general handyman tasks and minor repairs as required
- Assist with portorage, including moving furniture and setting up rooms for events
- Contribute to cleaning and tidiness of premises as needed
- Support the maintenance and basic checks of the school minibus
- Accept and manage deliveries, ensuring correct distribution within school
- Promote and maintain a safe learning environment for all

Person specification

Qualifications and training

- Good standard of English and Maths (GCSE level or equivalent)
- Willingness to undertake relevant training and development (including health and safety, first aid, PAT testing)
- Full UK driving licence (or willingness to obtain, not essential for Apprentice applicants)
- Willingness to train as a minibus driver (not essential for Apprentice applicants)

Experience

- Experience in a similar role (desirable, not essential for Apprentice applicants)
- Experience working as part of a team

Skills and knowledge

- Basic understanding of building maintenance (desirable)
- Awareness of health and safety procedures in a school or similar environment
- Good communication skills
- Ability to use email and basic IT systems

Personal qualities

- Reliable, trustworthy, and able to maintain confidentiality
- Proactive, with a problem-solving approach
- Able to work independently and as part of a team
- Discreet and professional at all times
- Flexible and willing to adapt to changing priorities

Safeguarding

Pinewood School (Ware, SG12) is committed to safeguarding and promoting the welfare of children. All appointments are subject to satisfactory completion of safeguarding checks.

We are committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

How to apply:

Applications must be made using our Pinewood application form, addressed to Mr E. Uncle, IT & Estates Manager. Please send via email to admin@pinewood.herts.sch.uk

School visits are warmly welcomed – please contact 01920 412 211 to arrange.

Early applications are encouraged as the vacancy may close early if a suitable candidate is found.

For more information, visit: www.pinewood.herts.sch.uk

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Please see our website for further information about the school: <https://www.pinewood.herts.sch.uk>

