



# St Hilda's School

HARPENDEN

*Caring, Curious & Confident*

**Premises Manager**

**Applicant Information Pack**

**Start date: November 2025**

An Independent day school for girls aged 4 to 11

And a Nursery for boys and girls from 2 years



## Welcome to St Hilda's Prep and Nursery School

St Hilda's School was founded in 1891 and has been on the current site for over a hundred years. It is an integral part of the Harpenden community and is widely respected for its high standards and nurturing atmosphere. It is nestled in a beautiful locally listed residential area, 0.8 miles from Harpenden train station and a short walk into the 'village'. Harpenden is characterised by Church Green, Leyton Green and the High Street Greens, which give the town its provincial feel. Just to the south of the town centre is Harpenden Common, stretching from the shops in the town centre for more than a mile to the south, encompassing a total of 238 acres. Harpenden is well noted for its fast train service to St. Pancras International, and for the motorist, junction 9 of the M1 motorway is just 3 miles distant.

Recent developments to St Hilda's have included the integration of outdoor learning into the curriculum, an extended sports programme as well as a strong focus on wellbeing. The building has been substantially extended over the years with new teaching areas together with existing classrooms being enhanced and adapted, including a new STEM Lab, Art Room and a Performing Arts Studio. The School was most recently inspected by ISI in February 2024 and passed in all areas, with glowing comments from the inspectors. The pandemic has not diminished the school's ability to adapt and thrive in different circumstances, during which it has gone from strength to strength.

St Hilda's has approximately 140 girls aged 2½ – 11 years, with boys also in the Nursery, and each class (one class per year group) has a maximum class size of 22. From St Hilda's, girls move on to the major independent schools in the area, including Haberdashers, St Albans High School, Berkhamsted and Abbot's Hill. Some girls also board at Queenswood, Haileybury or sometimes further afield, and to some of the very successful local state sector schools. Scholarships are achieved each year across all disciplines.





## Caring, Curious and Confident

Our core value is to produce caring, curious and confident young people. St Hilda's pupils flourish because they feel secure and happy at school.

To ensure that parents are welcomed at the school and that their views are encouraged and acknowledged.

Our aims are to:

**Nurture and celebrate the individual**

**Foster an inclusive and welcoming school community where mental health and well-being are at its heart**

**Engage each child in a challenging and diverse range of learning opportunities**

**Inspire each child to realise their unique talents and reach their full potential**

## Pastoral Care

The wellbeing of pupils is our top priority. We continually strive to ensure that our children feel cared for and supported. All teaching staff are involved in pastoral care, and we encourage strong communication with parents throughout the children's journey with us.

Our mentor system is an important feature and allows close collaboration between pupils and staff. The Playground Squad enables our older girls to inspire confidence and provide support to pupils at break times.

Our School Council provides a forum for pupils to give their opinions, members being elected from Form III upwards.



## Person Specification – Premises Manager

We are seeking to appoint a dedicated, enthusiastic, and reliable Premises Manager to join our highly successful and happy school. We are renowned for our caring, family atmosphere where each pupil is respected for their individuality, and all are encouraged to develop confidence at every opportunity. We have an experienced and committed team of staff who work hard to bring out the best in everyone, and the Premises Manager plays an important part in supporting this.

The successful candidate will be expected to take pride in maintaining a safe, clean, and welcoming school environment. They will demonstrate initiative in carrying out premises, ensuring the smooth day-to-day operation of the site. A flexible, “can-do maintenance duties” approach is essential, as is the ability to work independently and as part of the wider school team.



Key attributes we are looking for include:

- A strong sense of responsibility for the security, safety, and presentation of the school site.
- Practical skills in routine maintenance, repairs, and health & safety checks.
- Reliability, punctuality, and the ability to prioritise tasks and communicate effectively.
- A positive and proactive attitude, with the willingness to support school activities when required.
- Good interpersonal skills and the ability to work well with staff, pupils, parents, and external contractors.
- Strong organisational and leadership skills, with the ability to manage contractors and coordinate site staff (including cleaners/gardeners if applicable).
- Knowledge of statutory compliance requirements (health & safety, fire safety, water hygiene, asbestos, etc.) and willingness to maintain accurate records.
- Ability to contribute to strategic planning for site development and improvement.
- Budget awareness and confidence in obtaining quotes, managing costs, and reporting to the Business Manager.

This is a varied role that requires commitment, flexibility, and pride in keeping the school site running efficiently and looking its best. The Premises Manager is a vital part of our school community and will be supported with appropriate training to carry out their duties effectively

## **Responsibilities**

### **Site Security**

- Opening and securing the school premises each day, including gates, doors, and buildings.
- Acting as keyholder, responding to alarms and emergencies, and liaising with emergency services where required.
- Ensuring the site is always safe and secure, including appropriate locking and unlocking procedures.
- Monitoring for unauthorised access, damage, or trespass and taking appropriate action.
- Attend the site in emergency circumstances and liaise with relevant parties.

### **Maintenance and Repairs**

- Conducting regular inspections of the site and premises to identify repairs or maintenance needs.
- Undertaking minor repairs and improvements within own expertise or reporting issues to the Business Manager for further action.
- Carrying out basic servicing and checks on equipment such as alarms, pumps, heaters, and emergency lighting.
- Managing small-scale redecoration or repair projects as agreed.
- Liaising with contractors on site, ensuring work is completed to the required standard.

### **Heating and Mechanical Systems**

- Operating and monitoring the school's heating, hot and cold-water systems, ensuring consistent performance.
- Reporting faults promptly and supporting any service engineers attending site.

### **Grounds and External Areas**

- Maintain grounds to a high standard, and managing an organised schedule to ensure it is permanently presentable
- Maintaining external hard and soft surfaces, including pathways, play areas, and lawns.
- Removing litter and debris daily, emptying outside bins, and ensuring a tidy, safe environment.
- Managing seasonal tasks, such as leaf clearance, snow and ice removal, and gritting paths.
- Assisting with the upkeep of gardens and outdoor areas, including planting, and pruning where required.

## **Porterage and General Duties**

- Setting up furniture and equipment for assemblies, parents' evenings, productions, and other school events.
- Moving furniture and resources between classrooms and buildings as required.
- Receiving, storing, and distributing deliveries across the school site.
- Supporting school staff by carrying out general duties as directed by the Business Manager or Headteacher.
- To play an active role as part of the school's leadership support team, contributing to discussions on premises development, compliance, and the effective use of resources.

## **Swimming Pool**

- Inspecting, cleaning, and maintaining the school swimming pool and surrounding areas.
- Monitoring chemical levels, maintaining equipment, and ensuring health and safety standards are met.
- Ordering and maintaining supplies for pool maintenance.

## **Health, Safety and Compliance**

- Acting as Fire Marshal, conducting fire alarm tests, and assisting with fire drills.
- Monitoring health and safety issues across the site and reporting concerns promptly.
- Ensuring safe storage of cleaning and maintenance materials.
- Attending training and CPD as required to maintain up-to-date knowledge of health, safety, and caretaking practices.

## **Termly / Occasional Events**

- Supporting the set-up and smooth running of whole-school events such as Sports Day, concerts, and open days.
- Providing out-of-hours access or assistance for lettings, evening events, or emergencies.
- Assisting with special school traditions (e.g., Friday treats, church services, leavers' events).

## **Compliance & Health and Safety**

Maintaining statutory compliance records (fire safety, asbestos register, legionella testing, COSHH, electrical testing, etc.).

- Ensuring contractors comply with safeguarding and H&S requirements while on site, including permits to work.
- Undertaking regular risk assessments of the premises and reporting findings to the Business Manager/Headteacher.
- Liaising with external agencies (e.g., fire officers, H&S inspectors, local authority) to ensure the school meets statutory requirements.



## **Premises Development & Planning**

- Assisting the Headteacher and Business Manager with planning and delivering capital works, refurbishments, and site improvements.
- Monitoring the condition of buildings and advising on long-term maintenance priorities.
- Obtaining quotes, scheduling works, and overseeing contractors on site.
- Preparing reports for governors/SLT on premises issues and progress.

## **Management & Leadership**

- Supervising cleaning staff, site staff, or contractors where appropriate.
- Organising rotas and monitoring performance to ensure high standards of site upkeep.
- Delegating routine tasks while retaining overall responsibility for the smooth running of the premises.
- Supporting emergency planning and business continuity arrangements.

*This job description is not intended to be an exhaustive list of duties. The postholder may be required to carry out other tasks commensurate with the responsibilities and seniority of the role. The description may also be amended to reflect changing circumstances, following consultation with the employee. While this document outlines the anticipated role, it is expected that the final responsibilities will be tailored to suit the strengths of the successful applicant.*

## **Remuneration and Benefits**

St Hilda's has its own salary scale and mostly follows the Herts Teaching Scale, our academic year lasts for 34 weeks per academic year only. The post requirement is all year round, working 5 days per week (full-time) and remuneration will be commensurate with experience. In addition to this:

- Salary range £28,624-£36,124, depending on experience
- Holiday entitlement 25 days + bank holidays
- The school offers a fee remission of 30% for children of members of full-time staff educated at St Hilda's
- Scottish Widow pension scheme
- 34-week academic term
- Complimentary working lunch /tea/ coffee / biscuits
- Cycle to Work and Tech Schemes
- Plenty of on street parking
- Access to use of confidential counselling help line
- Laptop with Microsoft 365 for school use
- Support with continuing professional development

## Work with us

St Hilda's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

For an application form and further information, please contact the Business Manager via [bmanager@sthildasharpenden.co.uk](mailto:bmanager@sthildasharpenden.co.uk)

You should email your covering letter and completed job application form should be sent to the Business Manager via [hr@sthildasharpenden.co.uk](mailto:hr@sthildasharpenden.co.uk) or call 01582 712307 to discuss further.

## Application Process

Closing date: 10am on **Wednesday 1<sup>st</sup> October 2025**

Interviews: **w/c 6<sup>th</sup> October 2025**

Successful applicants will be called for interview in the same week. Early applications are encouraged as we reserve the right to call suitable candidates to interview prior to the closing date.

"We love the supportive ethos of the school.  
The pupils are always overjoyed when one of their  
classmates achieves something extra special.  
We are so pleased we chose St Hilda's".



St Hilda's School

HARPENDEN

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**Headmaster:** Mr Daniel Sayers