

**Premises Manager – Compliance & Projects**  
**Salary Pay Scale LPT6 £28,470 - £30,633 Full Time**  
**Pro rata £15,817 - £17,018**

Boxgrove Primary School and Sandfield Primary School are looking to appoint a joint Premises Manager to work across both schools for a total of 20 hours per week. These hours may be worked over three or four days.

For details of the role, please see the accompanying Job Description and Person Specification

Both Boxgrove and Sandfield are part of the Learning Partners Academy Trust, a developing Multi Academy Trust with a cross-phase family of schools with the common aim of continuous school improvement through challenge, collaboration and support. We seek to be a network of schools where every child/young person receives the best possible education through the sharing of best practice. The Trust provides central support for Estate and Compliance matters.

### **Boxgrove Primary School**

Boxgrove is an Academy co-educational school for children aged 4 - 11 years old and is situated on the east side of Guildford (between Burpham and Merrow). We are a three-form entry school with a total of 648 children across seven year groups. The majority of our children live locally and we have a very active and supportive Parent / Teacher Association (BPTA). We also have our own school café. Café B is open weekly for parents/carers/staff to meet for breakfast before school and for parents/carers to meet after drop-off up until 10:00am on a Wednesday as part of our community hub. Boxgrove also has an indoor heated swimming for the children to access. We actively encourage outdoor learning in our spacious grounds and at our Forest School. The school teaching areas are divided across three buildings and the children benefit from a number of hard surface play areas and two large grass areas.

Boxgrove's last Ofsted inspection was in November 2018 (short inspection) where the school was judged as remaining good with outstanding features. To view our full report please visit our school website – [www.boxgrove.surrey.sch.uk](http://www.boxgrove.surrey.sch.uk).

### **Boxgrove Estate Management**

Boxgrove currently employs a full time Site Officer for 36 hours per week who works all year round. He has responsibility for the day to day safe operation of the site and buildings, a Site Assistant for 10 hours per week and a Housekeeper for 10 hours per week. The role of Premises Manager will be to line manage these members of staff and to take overall responsibility for Health & Safety, Estate compliance requirements and management of Estate improvement projects. They will also liaise with the Headteacher regarding Health and Safety and Estate projects and with the School Business Manager to ensure the Every Compliance Module is up-to-date and fully compliant.

## **Sandfield Primary School**

Sandfield Primary School is an Academy co-educational school for children aged 4-11 and is situated in the town centre. We are a one form entry school set in beautiful Victorian buildings with a total of 212 wonderful children across seven year groups. The majority of our children live locally and we have a very supportive Parent/ Teacher Association (PTA), that were in the top 10 of fundraisers in the country for a school this size. We are a town centre site and make the most of our limited space, utilising every inch, including our Forest School area, sports pitch and outside learning area for reception class. The school teaching areas are divided across four buildings, including our Learning Lab. The KS1 and KS2 have a staggered lunchtime, so that the main playground can be utilised by all children safely. During lunch, children can participate in sports squads run by professional sports coaches. We are a technology orientated school, with every child having their own iPad and Apple TV in every classroom. This impacts the way we work with children and their families.

## **Sandfield Estate Management**

Sandfield currently employs a part-time Caretaker for 31 hours a week, who works all year round. He is responsible for the day to day safe operation of the site and buildings. The role of Premises Manager will be to line manage this member of staff and take overall responsibility for Health & Safety, Estate compliance and management of Estate improvement projects. They will also liaise with the Headteacher regarding Health and Safety and Estate projects and with the office staff to ensure the Every Compliance Module is up-to-date and fully compliant.

Sandfield's last Ofsted inspection was in July 2022 (short inspection) and was judged as Good. To view our full report, please visit our school website: [www.sandfield.surrey.sch.uk](http://www.sandfield.surrey.sch.uk)

Both schools benefit from friendly and supportive teams who put the children and community at the heart of everything they do. We would welcome applications from enthusiastic committed candidates who enjoy working in a team.

Applications should be received by midday on 8<sup>th</sup> March 2024 and Interviews will take place week commencing 25<sup>th</sup> March 2024.

We reserve the right to invite candidates to interview ahead of the closing date and withdraw this vacancy at any time

Visits to both schools are encouraged, please contact:

Ian Dickinson – School Business Manager at Boxgrove Primary School 01483 563701

Lindsey Donnithorne – Assistant School Business Manager at Sandfield Primary 01483 566586 to arrange visits.