



# Candidate Information Pack

Premises Officer



L.E.A.D. Academy Trust



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## Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

**Diana Owen CBE**

**Chief Executive Officer**





L.E.A.D. Academy Trust  
comprises of:

**24**  
primary

..... and .....

**3**  
secondary  
academies

..... across .....

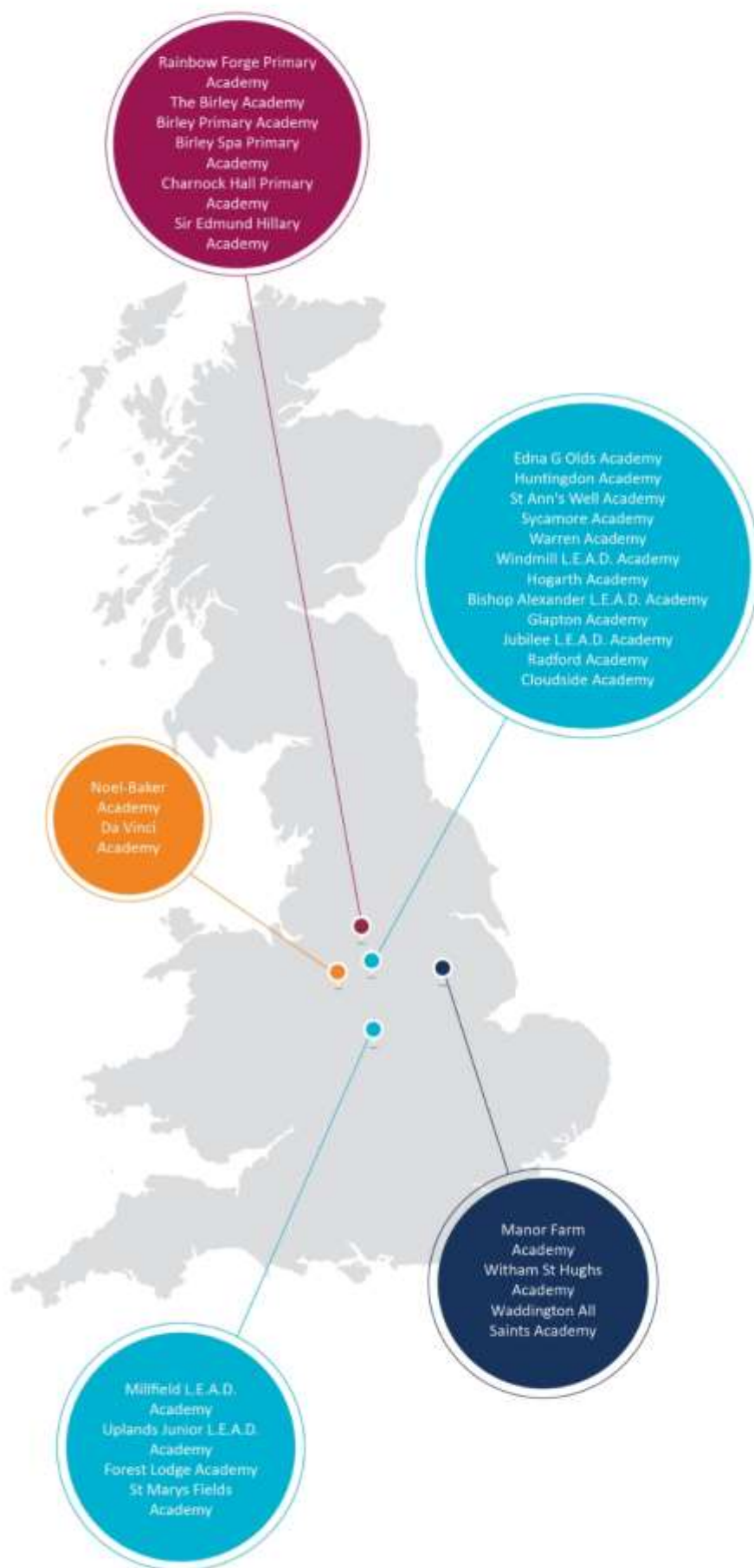
**5**  
geographical  
regions

..... with .....

**11,000**  
pupils

..... and .....

**1,500**  
members  
of staff







## Our Academies

**Within our Trust, all academies strive to achieve:**

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a 'can-do' attitude.
- A wide range of enrichment opportunities for all to get involved in.
- A celebration of all the cultures and faiths represented in the school.
- An organisation in which there are no excuses for underachievement.

*"The headteacher is a visionary leader. Leaders, including subject leaders, are a united team."*

Witham St Hughs  
Academy  
Ofsted Report, 2012

## L.E.A.D. Teaching School Hub

**'Working together to lead the highest outcomes for all.'**

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.



## A message from the Headteacher

I am delighted that you have chosen to show an interest in working at Millfield LEAD Academy. We are proud of our school improvement journey and the outcomes that the children achieve at Millfield. All attainment indicators are above national with Year 1 phonics being in the top 5% of all schools nationally. Pupils achieve well across the whole curriculum. Millfield has a dedicated team of staff who work to ensure we meet our vision of 'improving the lives and life chances of all pupils'. We do this through our core values of:



## About Millfield L.E.A.D. Academy

Millfield LEAD Academy is situated on the border of the county and city of Leicester near Fosse Park. There are excellent road links ensuring an easy commute to work. Millfield works closely with the other academies within the Trust especially those within Leicestershire. Staff collaborate and network together to ensure the best possible outcomes for the children. At Millfield we value CPD for all staff and teachers have dedicated CPD on curriculum areas and leadership, enhancing future career prospects. Millfield is a research led school and we strongly believe that the latest research can help us improve our pedagogical approach to learning. As a result, we have links with a number of UK and international universities and are involved in several research projects including being the only school outside of North America to be trialling a reading intervention on inference. We were last inspected in March 2025 where it was found that Millfield had made significant improvements since its previous inspection. This means that the inspector believed that Millfield was outstanding in all areas.

**100% OF PARENTS STATED: MY CHILD IS SAFE AT THIS SCHOOL AND MY CHILD DOES WELL AT THIS SCHOOL** (parent survey April 2024)

Millfield is a popular school with excellent resources and delightful children. Parents are supportive and want the very best for their children. We have a brand new computer suite and food technology room to enhance the children's learning. Our Learning for Life curriculum enhances the National Curriculum and children take on many roles of responsibility.



**100% OF PUPILS STATED: I WOULD RECOMMEND THIS SCHOOL TO A FRIEND MOVING TO THE AREA** (pupil survey April 2024)

We currently have a part time premises officer vacancy (5 hours per day: 7 am – 12 pm daily, term time). We are looking for highly effective person who can help ensure is a safe and demonstrate the Millfield Educator traits:





## Benefits of being part of L.E.A.D. Academy Trust for Teaching staff

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

### Employee benefits from day 1

1. National teacher pay and conditions, including generous TPS scheme with minimum 23% employer contribution rate.
2. Superb CPD opportunities via various established routes including dedicated Teaching School Hub.
3. Access to Trust EAP service: 24/7 free advice on range of issues and wellbeing counselling.
4. Free eyecare vouchers and flu jabs.
5. Access to free Occupational Health Service, including physiotherapy service.
6. Access to free staff discounts and cashback for a huge range of products.

### Ofsted feedback

*"Leaders and staff are highly ambitious for all pupils. They take their responsibility to the pupils and the community very seriously. This is seen in their careful work to develop a knowledge-rich curriculum that promotes character development and raises aspiration."*

**Radford Academy Ofsted Report, Jan 2023**

*"Staff feel that leaders are considerate of their well-being. They talk about leaders being approachable."*

**Bishop Alexander Academy, March 2023**

*"Staff value the training that they have had and the time to develop subject leadership roles. Teachers at the early stage of their career feel well supported and valued as members of staff."*

**Forest Lodge Academy, June 2022**





**‘Millfield is a fantastic school where children are put first.’**

**Ofsted 2025**



Please send a completed application form and **covering letter** explaining your interest in the role and how you meet the person specification to: **[jobs@millfieldacademy.co.uk](mailto:jobs@millfieldacademy.co.uk)**

**CLOSING DATE:** Monday 9<sup>th</sup> June at 9.00 am

**INTERVIEWS:** We aim for interviews to take place week beginning 16<sup>th</sup> June

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: **[office@millfieldacademy.co.uk](mailto:office@millfieldacademy.co.uk)**



*"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."*

Rebecca Riley, Head of School,  
Huntingdon Academy





## Job description

### Key responsibilities and accountabilities

**Job Title:** Premises Officer

**Location:** Millfield LEAD Academy

**Line Manager:** The Headteacher/Business Manager

**Pay Scale:** NJC 7 - 12

#### Job purpose:

- To be responsible for the general maintenance, cleanliness and security of the academy and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.
- To be responsible for promoting and safeguarding the welfare of children and young people within the academy.

#### Duties and Responsibilities:

##### Security

- To be the main key holder and to be responsible for the maintenance of keys and the electronic alarm system and be the first response for emergency call outs. This include the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the site is locked and secure, with fire doors and all windows closed at the end of the academy day and after any academy functions; lettings or community use.
- To ensure that all alarm systems are functioning correctly and that regular checks are made of the systems and recorded.
- To maintain and keep accurate records of all site allocated and master keys.
- To provide a first point of contact for all visitors to the primary site, outside of normal working hours and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety policy.
- To ensure proper security and adherence to health and safety policy at all events held outside of the academy day, including meetings, open evenings, lettings and special events.
- To alert the appropriate person of any risk to a breach of security and deal with any incident affecting security as directed.
- To patrol the site to check for hazards, damages and intruders when opening and to record any actions.
- To ensure that lighting is kept in good working order and recorded.
- Supervising contractors, where appropriate, regarding access to the site. Monitor and log the progress of the work and ensure that it is carried out to the required standard.

##### Cleaning

- Monitoring the performance of the cleaning staff to ensure that the relevant work is carried out.
- To deal with spillages, including the removal of body fluids, using safe handling techniques if required.
- To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
- To clean furniture, fittings, soft furnishings and equipment.
- To refill and replace relevant consumables, for example, toilet tissue, hand towels etc.

### **Purchasing and storing**

- Liaise with contractors to obtain 3 quotes for all work to be carried out over £5000.
- In liaison with the Business Manager, provide purchase orders for all materials and equipment required for maintenance, cleaning and sanitary provision.
- To maintain efficient stock records.
- Ensure the proper and safe storage of all the equipment and materials that are within the above categories.
- Ensure the proper maintenance of all machinery related to the above categories.
- To be responsible for maintaining relevant health and safety records to include the upkeep and repair of COSHH records, ladders and other equipment.
- Stock managing of the cleaning and maintenance needs within the allocated budgets.

### **Repair and maintenance**

- To be responsible for a regular schedule of inspections and action plans for any modifications or improvements throughout the building. Alerting the Headteacher and Business Manager of any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, time keeping, fire-fighting equipment and heating systems.
- Ensure the systems that require regular checks by outside contractors are carried out, e.g. electrical testing, alarms, heating systems, fire services, security alarms and PE equipment.
- To ensure the removal of rubbish and waste. This includes removal of waste that requires safe handling procedures; waste separation to comply with re-use and recycling processes; removing waste classified as unsanitary, hazardous and/or dangerous.
- Make repairs, if they are within the job's remit, and manage contractors to complete their work ensuring that it has been completed in a proper and timely manner and complies with all health and safety rules.
- Record all repairs and keep a maintenance log of routine and non-routine tasks.
- To prioritise and undertake the programme of minor works at the academy, taking into account urgent need and health and safety issues, e.g.: locks, windows, gutters and paintwork.
- Immediately report any defects to the Headteacher and Business Manager and take any remedial action if possible.
- To assess maintenance/space needs where necessary and use initiative to take appropriate action.
- Meet on a regular basis with the School Business Manager and give advice and make recommendations for improvements.
- In consultation with the Estates Project Manager, if appropriate, negotiate prices for work to be carried out to ensure best value for the academy.
- To ensure any contractors coming on site have the correct DBS checks, and other relevant documentation relating to the work being undertaken, i.e. risk assessment, public liability etc.

### **Portering**

- Undertake any necessary portering duties in line with correct handling policies.
- Manage and assist with all deliveries, ensuring the correct storage and distribution of all goods, after the administration staff have checked them if required. To deal with deliveries outwards.
- Move furniture, equipment, plant, supplies and stores in accordance with current health and safety standards if required.



## **Health and Safety**

- To take appropriate action to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment.
- To make recommendations with regard to the Disabilities Discrimination Act.
- To regularly inspect and record Health and Safety walks with a senior member of staff.
- Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.
- To be responsible for Health and Safety, Fire Aid and Fire Warden duties when carrying out additional duties in overtime hours and lettings.
- To ensure duties are undertaken in accordance with The Trust's health and safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with health and safety protocols.
- To carry out equipment testing as appropriate and report any faults to the appropriate person.
- Carry out fire drills in consultation with the appropriate person and recorded.

## **Other responsibilities**

- To meet with the Headteacher and Office Manager on a regular basis to report any issue arising from the various aspects of the role but be able to work with minimal supervision and to be given timescales.
- To undertake duties of a similar nature and responsibility as may be required from time to time by the Headteacher.
- To carry out all duties in line with academy policies.
- Keep records of inventory of works carried out and an inventory of all maintenance and cleaning stock.
- To undertake emergency cleaning duties which may occur during the school day.
- Maintain all logs and appropriate records and actions in accordance with procedures.
- To be able to communicate effectively both orally and in writing.
- To work as part of a team and form good relationships with other colleagues
- To maintain confidentiality over matters relating to the academy, pupil, staff or parents.
- To respond in a courteous manner to enquiries from the academy community and external visitors as appropriate.
- Actively participate in any appropriate training when required.
- To work in accordance with the academy's values, culture, ethos, equalities and inclusion policies, proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
- To complete academy based induction and any subsequent training required to improve performance.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and working together in relation to child protection and safeguarding children and young people.

## **Resource Management:**

### **Influencing and Managing Relationships:**

- Headteacher
- L.E.A.D. Central Support
- External Contractors
- Parents and carers
- Senior Leadership Team
- Staff

### **Other Academy Specific Responsibilities:**

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.



## Premises Officer Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D = Desirable criteria)

		<b>E</b>	<b>D</b>
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths</li> <li>Further education qualifications in related fields, e.g.: health and safety training</li> </ul>		D D
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>IT literate and able to operate software (eg: Microsoft Office, internet) at a basic level</li> <li>Knowledge of a skilled trade e.g. Electrician, Carpenter or Plumber</li> <li>Ability to absorb and understand a wide range of information and deal with confidential issues appropriately</li> <li>Knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation such as health and safety</li> <li>Good verbal and written communication skills appropriate to the need to communicate effectively</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities including own</li> <li>Self-starter, with and ability to work independently &amp; use own initiative to overcome obstacles</li> <li>Ability to build and form good relationships with students, colleagues and other professionals</li> <li>Able to follow direction and work in collaboration with line manager, leadership team and the trust's facilities team</li> </ul>	E  E  E E E E E	D  D
<b>Experience</b>	<ul style="list-style-type: none"> <li>DIY and/or grounds maintenance experience</li> <li>Experience of working in a school or similar establishment</li> <li>experience of managing budgets and budget monitoring</li> <li>Willing to undertake a range of training</li> </ul>	E E  E	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Efficient and meticulous in organisation</li> <li>Have an openness to learning and change</li> <li>Have a positive attitude to personal development and training</li> <li>Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> <li>Recognition of the importance of personal responsibility for health and safety</li> </ul>	E E E E  E	

<b>Additional Requirements</b>	<ul style="list-style-type: none"><li>• This role is subject to an enhanced DBS</li><li>• Driving licence and access to own vehicle</li><li>• Ability to reach, bend and carry out some heavy lifting</li><li>• Able to attend out of hours emergencies or provide cover where required for absent colleagues</li><li>• Able to work flexibly to meet deadlines and respond to unplanned situations</li></ul>	E E E	D D
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**L.E.A.D. Academy Trust**

**Lead • Empower • Achieve • Drive**

L.E.A.D. Academy Trust  
5a The Ropewalk  
Nottingham  
NG1 5DU



**Millfield L.E.A.D. Academy**

**A L.E.A.D. Academy**

Millfield LEAD Academy

Hat Road

Leicester

LE3 2WF

Tel: 0116 2897151

Email: [jobs@millfieldacademy.co.uk](mailto:jobs@millfieldacademy.co.uk)