KING'S HOUSE SCHOOL
SPORTS GROUND

Sports Ground Premises Assistant

The Role

An exciting opportunity has arisen to join our Estates team as a Premises Assistant. The role will provide efficient and effective caretaking support primarily to the School's Sports Ground based in Chiswick and additional support as required to the School site in Richmond.

This will include ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that our energy systems operate at optimum efficiency.

How to apply: please complete the application form on our website

https://kingshouseschool.org/application-form/

Closing Date: 22nd October 2026

Start Date: 4th January 2027

- **Salary**: £28,000 to £30,000 per annum, depending on experience.
- **Hours**: 40 hours a week, 5 days a week including a Saturday (with a day off in the week)
- **Reporting to:** Enterprise Manager and Estates Manager
- **Contract type:** Full time, permanent.
- **Pension**: generous contributions to our Defined Contribution Scheme
- **Holiday**: 30 days per year
- Free school lunches during term time

We welcome early applications and will consider holding interviews before the closing date for strong candidates.

Job Description

Responsibilities

To include but not limited to:

- Maintain the security of the Sports Ground
- Unlock grounds and unset alarm (depending on rota)
- Daily visual checks of property inspecting all appropriate areas
- Check all services areas are in working order e.g. heating, lighting, water
- Control stock of consumable items i.e.: cleaning and maintenance stock
- First line maintenance of fixtures and fittings - carry out repairs and maintenance of reported jobs eg clean up spillages, maintenance on door handles
- Plumbing – clearing blockages, drains
- Painting and decorating as required
- Ensure that planned preventative maintenance is completed as and when needed
- Ensure outside areas are kept neat and tidy
- Ensure safe access to the Sports Ground particularly in adverse weather conditions (clearing snow, gritting)
- Assist with deliveries
- Liaise with contractors on site and oversee as required
- Organise and ensure rubbish prepared for collection
- Dispose of waste materials in a safe, hygienic manner
- Undertake porterage tasks as required including setting up and clearing away furniture
- Notify the Estates Manager immediately of problems that require action
- Carry out other duties as reasonably requested by the Estates Manager
- Able to liaise with parents, staff and students in a professional and courteous manner at all times
- To help, when necessary, the third party catering team that are based at the Sports Ground.
- Able to observe safe working practices at all times whilst carrying out the required duties
- Able to carry out any other reasonable duties within the overall function of the job

Person Specification

The ideal candidate will have some or all of the following:

- Previous caretaking/maintenance experience
- Painting/decorating skills
- Good communication skills, able to read and write in English
- Self-motivated with a positive attitude
- Confident working alone
- Willingness and a flexible approach to working hours and duties
- Basic knowledge of IT

Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Equal Opportunities Employer

King's House School is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity. Employment decisions throughout the school are made without regard to any status protected by law.

If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR Manager via email: towersey-veal.g@kingshouseschool.org or detail the adjustments in your application.

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