



Premises Officer (Community Use)

Information Pack

Transforming Lives

fullhurst.leicester.sch.uk



Introduction



Dear Applicant,

It is with great pleasure that I introduce myself as the Executive Headteacher of Fullhurst Community College. Thank you for expressing your interest in becoming a part of our school community.

Fullhurst Community College is committed to creating a supportive and inclusive learning environment for our 1500 students, aged 11-16 years. We take pride in offering the highest quality education and personalised learning pathways for every student, a commitment recognised in our recent Ofsted Inspection (September 2023): “Dedicated staff at the school have worked hard to create an inclusive culture.”

Our primary objective is to shape successful, confident, and responsible individuals, equipped with both academic qualifications and essential personal and social skills.

Acknowledged by Ofsted, our broad and varied curriculum ensures that all students have opportunities to realise their aspirations. “The school has planned an ambitious curriculum to meet the needs of all pupils.”

The core values of Respect, Kindness, Determination, and Unity are integral to our success in enabling students to exceed their potential. “These values underpin the strong relationships pupils have with staff and each other. Pupils respect diversity.” (Ofsted September 2023).

Our commitment to excellence extends to equipping our staff with the necessary tools and materials for delivering high-quality education from the start of their career.

Our state-of-the-art facilities at Fosse and Imperial Campuses cater to the diverse needs of our student body, contributing to our ‘good’ rating across all areas by Ofsted (September 2023).

If you are enthusiastic about contributing to our ongoing success and making a positive impact on the lives of young people, we warmly welcome your application.

We look forward to the possibility of welcoming you to our team of dedicated staff.

Yours sincerely,

Christina Bailey
Executive Headteacher

Our School Values



Kindness, Respect, Determination and Unity. These values are central to everything we do and underpin our vision for both staff and students. At the heart of our work is a commitment to inclusivity, and our belief that education has the power to transform lives. We want this to be clearly reflected in our recruitment materials.

At its core our vision for our school, students and staff is built on inclusivity. At Fullhurst Community College, we are committed to providing the highest quality of education for every student in a supportive environment. We strive to provide access to different opportunities for our students, both inside and outside of the classroom, which will have a positive impact on their life. We believe that education can transform the lives of the students that we serve.

We are proud of our emphasis on a broad and balanced curriculum that promotes independence, creativity and enjoyment and are committed to providing high quality teaching that aims to ensure individual needs are met and that students can make progress, fulfil their potential and experience success. There is a drive to celebrate success and take pride in the achievements of our students.

We want our students to leave our school as successful, confident and responsible young people equipped with the academic qualifications, as well as the personal and social skills, that will enable them to make a positive contribution to society. Our core values of Respect, Kindness, Determination and Unity are key to us achieving and enabling our students to meet and exceed their potential.

As a school we have created definitions for our school values:

RESPECT

We treat ourselves, each other, our school community and the world around us with care

KINDNESS

We treat others as we would like to be treated ourselves

DETERMINATION

We try our best in everything we do, every day

UNITY

We will work together and succeed together

Our school values are reinforced through the key messages that students see and hear whilst they are at school.

Why Fullhurst?

At Fullhurst Community College, we believe in supporting, inspiring and developing every member of our team. When you join us, you become part of a vibrant, inclusive and ambitious school community where your work truly matters.

INCLUSIVE AND SUPPORTIVE CULTURE

A welcoming and diverse environment where staff are valued and supported at every stage of their career.

COMMITMENT TO PROFESSIONAL DEVELOPMENT

Access to high-quality CPD, leadership development opportunities, and pathways for career progression.

STRONG SCHOOL VALUES

Our core values – Respect, Kindness, Determination and Unity – shape everything we do and create a positive, purposeful school culture.

MODERN TEACHING FACILITIES

Two well-equipped campuses – Fosse and Imperial – providing dynamic and inspiring learning spaces for staff and students.

STUDENT-FOCUSED VISION

A shared belief that education transforms lives, with a focus on providing meaningful opportunities both in and outside the classroom.

STAFF WELLBEING PRIORITISED

Wellbeing initiatives, supportive leadership and a healthy work-life balance embedded in our approach.

TEAM ETHOS

A collaborative and motivated staff team, working together to ensure every student thrives.

MAKING A REAL DIFFERENCE

Be part of a school with high aspirations, where your contribution helps shape the futures of the young people we serve.

Fosse Campus



Imperial Campus



What We Can Offer You?



A comprehensive induction process.



Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.



Dedicated time is set aside for the department to plan collectively and therefore reduce workload.



We do not conduct formal lesson observations.



We're committed to equality and diversity; this is an area of responsibility for a member of our SLT and a linked Governor.



Free access to our fully equipped on-site gym and preferable rates for college facilities hire.



Vivup counselling service offering telephone or face-to-face appointments, 365 days a year.



Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.



Annual flu jab - to protect against those winter germs.



We provide a wide range of activities and events for staff to relax and enjoy across the year.



Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.



Free electric car charging.

What Staff Have To Say



“I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!”

T Kirk Science Technician

What Staff Have To Say

“I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer. I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community.”



S Willcock Senior Deputy Headteacher

“I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. I was then promoted to be Curriculum of Maths. Having worked previously as a second in department at a different school in the city, I was ready to influence students’ lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college’s goals fall in line with my personal goal as a facilitator of learning, which is that ‘every child irrespective of their background has the right to achieve and do well to the best of their capability’. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills. Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country.”

V Adeniyen Assistant Headteacher

L Stacey Exams Officer

K Carlisle Science Teacher

Recruitment Advertisement



Post title: Premises Officer – Level 2 (Community Use)

Salary: Grade 4, Points 7-10 (pro rata), actual starting salary £14,271

Contract type: Part time and permanent

Hours: 20 hours per week (Friday evenings and weekends only)

Responsible to: Site Manager

We are looking to recruit a dedicated Community Premises Officer (a job share will be considered) to be responsible for managing and overseeing all community lettings for the college during evenings and weekends. To responsible for the maintenance, security, health & safety for both sites, their grounds, building, facilities and equipment ensuring they operate efficiently and effectively for all community users.

SAFEGUARDING STATEMENT

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people. In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

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CORE PURPOSE OF THE POST:

To be responsible for the maintenance, security, health & safety and general college sites, their grounds, building, facilities and equipment ensuring they operate efficiently and effectively for all community users.

- To be responsible for the opening and closing the of college site for all community users at weekends and holidays if required.
- To ensure there is adequate security measures and procedures in place for the site buildings and facilities for all community hirers.
- To ensure the premises, grounds, cleaning, repair and catering equipment are maintained at all times before or after each letting.
- To ensure all letting agreements are followed in line with college policies and procedures.
- To ensure that the necessary Legislation and Health & Safety requirements are met.
- To manage, organise and supervise all community users to the school.
- To promote and maximise the use of buildings and facilities.
- To follow and promote energy conservation measures within the school.
- Follow and adhere to all college policies and procedures including Data Protection Policy, Equality and Diversity Policy, Health and Safety Policy and safeguarding children in education – Child Protection Policy.

Job Description



JOB TASKS

(Each task taking at least 10% of the post holder's time)

- To supervise any external contractors working on site and community users.
- To keep the site, buildings and facilities to a high standard of hygiene and cleanliness during and after each community usage.
- Respond to and deal with emergencies, contacting repair or maintenance suppliers e.g. burst pipes, roof falling in.
- To meet and greet all hirers to the school.
- To ensure good customer service is being provided for all hirers and any issues to be dealt with immediately.
- To report incidents or situations which may lead to closure of all/part of the College to the Site Manager.
- To assist other premises officers, grounds staff and cleaners with their tasks.
- To ensure the site, grounds, fabric, facilities and equipment within are all "fit" for purpose during community usage, including cleaning where needed.
- To ensure emergencies are dealt with promptly and with minimum disruption.
- To ensure facilities are kept secure, clean and tidy.
- To ensure site and grounds are kept tidy and all bins emptied at the end of each shift.
- To open and close building on time for all hirers.
- To walk around inside and out, checking the site, building, equipment etc. and ensuring all hirers are ok.
- To carry out minor repairs to buildings and equipment.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification



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	Essential (E) / Desirable (D)
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TRAINING AND EDUCATION

English and Maths GCSE (A*-C) or equivalent qualification.	E
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EXPERIENCE AND KNOWLEDGE

Sufficient skills and able to carry out necessary repairs to buildings and equipment.	E
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QUALITIES AND SKILLS

Able to use own initiative, meet deadlines and make decisions in emergencies.	E
Must be self-motivated and able to work on own initiative.	E
Ability to prioritise and deal with multiple on-going work tasks.	E
Ability to deal with other staff and pupils in a polite and courteous manner.	E
Ability to deal with the community in a polite and friendly manner.	E

Person Specification



EQUAL OPPORTUNITIES

Commitment to equal opportunities and equal value for all.	E
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E

OTHER CONDITIONS

Willing & able to deal with members of the public, staff and students.	E
Willing & able to work outside normal hours, and be on call for emergencies.	E
Willing & able to attend training courses & obtain relevant certificates for the role.	E
Willing & able to operate hand tools, cleaning machinery, etc & carry small loads.	E
Must satisfy relevant pre-employment checks.	E
This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.	E

