



Premises Supervisor (Evenings)

Information Pack

Full time 25 hours a week all year round

Permanent role starting as soon as possible

Closing Date: Monday 23 February 2026 at 9:00am

Our School

I hope that the information below will help to give you a good understanding of the school and our values, and that you can see yourself continuing to contribute to our continued success.

Cardinal Heenan Catholic High School is a very successful 11-16 school in Leeds. We are heavily oversubscribed in applications each year demonstrating our reputation in the wider community. Our students come from across Leeds, attracting a diverse range of socio-economic backgrounds – we are proud to be a truly comprehensive Catholic school. At Cardinal Heenan we have a strong focus on the personal development of all our students and encourage in everyone a desire to achieve to their full potential in all areas of school life - spiritual, academic, creative, physical and emotional. Whilst valuing and achieving academic excellence through strong academic, vocational and extra-curricular programmes, it is equally important to us that students are able to develop into well-rounded, happy, capable, tolerant, compassionate people who recognise their self-worth and strive to be the best person that they can be and are proud of the school community and environment.

We have an incredible staff team at Cardinal Heenan and colleagues at every level are encouraged to develop their own practice and experience. We are fully committed to developing staff and provide every opportunity for appropriate and effective CPD. You will be joining a school that has a happy, friendly and committed staff, where each member of staff is supported and encouraged to develop professionally. We have excellent links with our local schools and work well together to support the education of the young people in Leeds. We have strong links with the Catholic schools and Academies, colleges and university in Leeds and have a commitment to develop collaborative working through such networks, including building relationships with other site teams to share best practice. Our school is a happy and enjoyable place to work. Colleagues at all levels are supportive and our students are wonderful.

This opportunity comes at an exciting time for the school as we ended a 25-year PFI contract last August. We are having to implement systems, structures and facilities to enhance the building and learning environment and make a real difference to the future education of the young people that we serve. We are lucky to have a fantastic team of specialist teachers and support staff, with a range of experience, who all share an absolute commitment to providing the best possible learning experiences for our children. All our teaching staff have their own specialist teaching rooms which are well looked after and maintained. We are looking for a new member of our team, who is a specialist in this area, who has a love for their work and a desire to inspire and connect with the team. Flexibility, adaptability and a “can do attitude”, combined with excellent communication and organisation skills will help to move the school forward and ensure that our school continues to be a setting to be proud of.

I hope that the details in this pack give you a brief insight into our school community. If you require further details of what our school offers or questions about the role, please contact Angela Fieldhouse (recruitment@cardinalheenan.com).

Thank you once again for taking the time to read this pack.

Mr D Kelly

Headteacher

Premises Supervisor (Evenings)

Full time 25 Hours per week, all year round.

Permanent starting as soon as possible

Scale: B3 - Point 7-11 (£26,403 – £28,142)

Our school is a happy school, where relationships are positive, respect is prevalent, and expectations are high. We challenge all members of our school community to “be kind, try your best and follow the rules” – our students are our greatest asset and never fail to inspire and impress staff and visitors. Staff have high expectations of all students, whatever their starting point; students have the drive and ambition to meet these expectations. Our GCSE results in 2025 were once again amongst the highest in Leeds and we were ranked in the top fifty 11-16 schools in the country in the Sunday Times League Tables, testament to the way that our students and staff have worked together to create a positive, ambitious and caring learning environment.

Governors are seeking to appoint an ambitious, enthusiastic and highly motivated Premises Supervisor to join our high achieving school and continue to ensure that our site is well managed and resourced to meet the needs of the children and staff in our care. You will be working in our highly successful site team who work collaboratively to deliver the best possible service for our students and will work closely to plan, resource and maintain our facilities.

In return for your hard work, we offer a rewarding and exciting environment where students are keen to learn, and staff are valued and cared for. We enjoy positive working relationships both within the school day and socially. You will be given outstanding support and guidance through regular line management meetings and will be provided with relevant CPD and developmental opportunities.

Further details and Catholic Education Service application form are also available from the school website (www.cardinalheenan.com).

Please note that covering letters are not required and will not be used as part of the shortlisting or selection process. There is a section of the application form where candidates may offer further information to support their application. This can take the form of a letter of no more than two sides of A4.

Closing date: Monday 23 February 2026 at 9:00am

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

**An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks, for the successful applicant.
We promote diversity and want a workforce which reflects the population of Leeds.**

Postholder	Premises Supervisor (Evenings)
Line Manager	Premises Manager / Premises Officer
Responsible for	Overseeing the work of the evening cleaning team Supervising evening lettings Security of premises and contents, including staff, students and visitors
Salary/Scale of Post	Full Time Role - 25 per week - all year round. Predominantly evenings. Scale: B3 - Point 7-11 (£26,403 – £28,142 – pro rata to hours worked)
Hours to be Worked	The working hours are 4:00pm – 9:00pm during term time 11:00am – 4:00pm during school holidays
Purpose of Post	Under the instruction/guidance of appropriate senior staff, the Premises supervisor has responsibility for care, maintenance, appearance and security of the school site, including the fabric, grounds and facilities. The Premises supervisor will work with the Premises Team in matters of security, health and safety, maintenance, heating, cleaning, appearance and other site services within the premises and grounds. The Premises Supervisor will support the Premises Officer in the completion of all duties concerning the site and the provision of the highest standards of facilities management. The Premises Supervisor will be the first point of contact for all external users of the site for pre-booked evening lettings.
Description of Duties and Responsibilities	Key Responsibilities <ul style="list-style-type: none"> • Supporting the Premises Officer with the security of the entire site and its contents, including the operation of fire and intruder alarms and keyholder responsibilities. • Undertake self-development. • Health & safety implementation. • Compilation and documentation of work records to assist the Premises manager in implementing overall Estates Strategy. • Maintaining high standards of cleanliness in all areas. • Be the first point of contact for external users of our facilities (lettings), ensuring a safe and effective letting takes place – through 2-way radio or mobile phone. • Assist in the management of the Premises Cleaning Team ensuring relevant work is completed to required standards. • Attend all appropriate meetings e.g. Site and Buildings or Health & Safety Committee, as instructed by the Premises Manager. • Be able to lead out of hours Fire Management protocols under direction from the Premises Manager. • Identify defects and record repair and maintenance requirements. Report to line manager. • Demonstrate and assist in the safe and effective use of specialist equipment and materials. • Compliance with school policies, procedures and legislation. • Any other duties which may reasonably be requested by the Leadership Team and Premises Manager.

MAIN DUTIES AND RESPONSIBILITIES

Security of Premises & Contents, including Staff and Students

Premises staff are expected to carry out all security procedures and checks for the entire site and contents, including locking and unlocking, operating security alarms, maintaining fire alarms and equipment and acting as a keyholder outside of normal working hours as required.

Premises staff will also assist with site supervision during whole school events.

Health and Safety

- Undertake elementary health and safety checks of fire and other safety equipment and operate the fire alarm (out of hours), keeping records, actioning any remedial work and reporting on any deficiency.
- Comply with the requirements of the Health & Safety at Work Regulations (e.g. manual handling; ladder safety; COSHH) and follow procedures of the school's Health & Safety policy.
- Take reasonable care for the health and safety of him/herself and for others affected by his/her work and co-operate with the employer in ensuring that health and safety responsibilities are carried out.
- Carry out and comply with appropriate risk assessments.
- Oversee emergency minor repairs and installations across the school.
- Undertake First Aid at Work training and meet the statutory requirements to be a designated first-aider in accordance with the school and LEA policy.
- Undertake Evacuation Chair training and meet statutory requirements to be a designated evacuation chair operator in accordance with the school and LEA policy.
- Undertake Fire Marshal training and meet statutory requirements to be a designated fire marshal in accordance with the school and LEA policy.
- Familiarisation with Fire Alarm panel and procedures.
- Undertake various role related training.

Emergencies

- Carry out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage.

Maintenance of Buildings

- Undertake a range of repair and maintenance tasks and maintain records of such tasks.

Energy Conservation

- In conjunction with the Premises Manager, implement all agreed policies.
- Ensure good working practice to conserve utility costs when locking up.

Cleaning - daily – as required in order to preserve the cleanliness and good condition of the site

- Undertake full evening cleaning duties.
- Empty and maintain all recycling bins/bags, throughout the school.
- Undertake cleaning of appropriate areas following lettings, etc. and as required in special circumstances.
- Maintain high standards of cleanliness and order in public areas, paying particular attention to glass and chrome surfaces.
- Clearing leaves from the site, including drains, paths, steps, etc.
- Clean accessible internal windows that become soiled as part of the day-to-day duties.
- Oversee the work of the Cleaning Team under instruction of the Premises Officer and Premises Manager.
- Check that all cleaning equipment used by the cleaning staff is in safe working order and inform the Premises Manager of any defects.
- Check the safe usage and storage of cleaning equipment and materials in accordance with the COSHH regulation currently in force.
- Ensure cleaning cupboards are stocked with cleaning materials and prepare orders when required.
- Carry out all work associated with operational lettings, events and community use of the school, e.g. preparation (including provision of furniture and equipment required), checking condition and opening of rooms before and afterwards.
- Help prepare for, assist during, and clear and lock up after special school events, e.g. parents/carers consultation evenings.
- Attend site throughout a letting in case of emergency or other support and securing the premises at close.

General

- Maintain inventories of tools, equipment and supplies in your remit.
- Assist and direct visitors as required in a positive, helpful and courteous manner.
- Undertake any necessary training as determined by the Premises Manager.
- Request students or adults to leave the grounds, where appropriate, out of school hours.
- Ensure that unauthorised parking of vehicles does not occur.
- Undertake any other relevant duties, as reasonably required.
- Monitor and react to work related e-mails.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.
- Ensure that the promotion of positive relationships of trust and care are considered a priority. The Premises Officer will work as part of a team and will maintain a close working relationship with other colleagues.
- Adhere to all the school's policies, rules and procedures, including financial regulations and procedures and Health & Safety regulations.
- Support, encourage and contribute to the School's Mission Statement and ethos.
- Participate proactively in performance management arrangements.

	<p>Other</p> <ul style="list-style-type: none">• Undertake any responsibilities commensurate with the scale and responsibilities of the post as directed by the Premises Manager or the Headteacher.• A commitment to safeguarding and promoting the well-being of all students, in line with school policy and national guidelines.• Abide by all school policies and procedures.• Support the school’s Catholic ethos. <p>Relationships</p> <p>The postholder will be required to work flexibly to deliver an efficient service.</p> <p>There will be regular contact with students, colleagues, other members of staff, line managers and internal and external shareholders / service providers.</p> <p>Training</p> <p>The school encourages training both “in-house” and external to meet the needs of the individual and of the service.</p>
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Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
Qualifications/Knowledge			
Relevant premises, caretaking, or facilities management qualification		D	A, I
Current First Aid at Work qualification and Fire Marshal certification		D	A, I
Knowledge of energy conservation practices within a large site		D	A, I
Experience			
Experience working in a premises, caretaking, facilities, or site supervision role	E		A, I
Experience of site security duties, including locking/unlocking, alarm systems, and keyholder responsibilities	E		A, I, R
Experience supervising or overseeing the work of a cleaning team		D	A, I, R
Experience of carrying out basic maintenance, repairs, and inspections	E		A, I, R
Experience working with external users / lettings, ensuring safety, security, and effective use of facilities	E		A, I, R
Previous experience working in a school or educational setting		D	A, I
Experience supporting school events, lettings, and community use of facilities		D	A, I
Skills and Ability			
Ability to take responsibility for the security of the site, buildings, contents, and occupants during evening and out-of-hours periods	E		A, I, R
Ability to lead and support cleaning staff, ensuring work is completed to required standards	E		A, I
Strong organisational skills with the ability to prioritise tasks and work independently	E		A, I, R
Ability to identify defects, record issues, and report maintenance requirements appropriately	E		A, I

Ability to operate and supervise the safe use of specialist equipment and cleaning materials	E		A, I, R
Effective communication skills, including dealing confidently with staff, students, visitors, contractors, and lettings users	E		A, I, R
Ability to respond calmly and effectively to emergencies, including fire, flood, or security incidents	E		A, I
Basic IT skills, including monitoring and responding to work-related emails	E		A, I
Experience maintaining inventories of tools, equipment, and supplies	D		A, I
Health, Safety and Compliance			
Knowledge and understanding of health and safety legislation and procedures, including COSHH, manual handling, fire safety, and risk assessments	E		A, I
Ability to carry out routine health and safety checks, maintain records, and report deficiencies	E		A, I
Willingness to undertake statutory and role-related training, including First Aid at Work, Fire Marshal and Evacuation Chair	E		A, I
Understanding of safeguarding responsibilities and commitment to promoting the welfare of students	E		A, I, R
Ability to comply fully with school policies, procedures, and legislation	E		A, I, R
Personal Attributes			
Reliable, trustworthy, and able to act as a keyholder	E		A, I, R
Flexible approach to working hours, including evenings, school holidays, and special events	E		A, I, R
Professional, courteous, and approachable manner	E		A, I, R
Ability to work effectively both as part of a team and independently	E		A, I, R
Commitment to maintaining high standards of cleanliness, safety, and presentation	E		A, I, R
Commitment to continuous professional development	E		A, I
Alignment with and active support for the school's Catholic ethos	E		A, I