



**Mayfield Grammar School
Gravesend**

**Appointment of
Premises Manager**

Closing date: 9 a.m. – Monday 20th April 2026



Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
Telephone: 01474 352896 Fax: 01474 331195
Website: www.msgs.kent.sch.uk Email: enquiries@msgs.kent.sch.uk

Premises Manager

Salary KSD £27,904

37 hours per week full time

3 shift pattern:

Shift 1: Mon to Thurs 5.45 am to 1.45 pm
Fri 5.45 am to 1.15 pm

Shift 2: Mon to Fri 8 am to 4 pm

Shift 3: Mon/Tues 10.40 am to 6.40 pm
Wed 12 pm to 8 pm
Thurs 11.15 am to 7.15 pm
Fri 10.15 am to 5.45 pm

Are you a hands-on, proactive professional looking to make a real difference in a thriving secondary school environment? Mayfield Grammar School, Gravesend is seeking a dedicated Premises Manager to join our team and ensure our school site remains safe, secure and welcoming for our staff and visitors.

The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development.

Further details and an application form are available from the Staff Vacancies section of the school website www.msgs.kent.sch.uk

Applications made via Kent Teach and TES will be accepted.

CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **9 a.m. on Monday 20th April 2026**

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



Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15. This academic year we will be marking our 110 year anniversary.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is IT provision on both sites and a new teaching block opened in 2021 which houses our new library, Music, multi-purpose activity studio, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised verbal, non-verbal and mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher, Senior Assistant Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Pastoral Support Managers, Key Stage Co-ordinators (AHTs) and the Senior Assistant Headteacher. A House System was introduced in September 2014. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The curriculum follows the National Curriculum guidelines and students have the opportunity to gain ten GCSEs at the end of Year 11.

There are circa 1450 students on roll, 380 of whom are in the Sixth Form.

The school PAN is 210 for year 7 entry.

Extra-curricular activities include a full programme of sports, choirs, orchestras and other club activities. A large number of students participate in the Mayfield Challenge (Lower School) and the Duke of Edinburgh Award Scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and internationally for all year groups.

Mayfield Grammar School is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsq.co.uk

JOB DESCRIPTION

Post Title:	Premises Manager
Responsible to:	Finance Manager
Weeks:	52 weeks a year
Hours:	37 hours a week 3 shift pattern: Shift 1: Mon to Thurs 5.45 am to 1.45 pm Fri 5.45 am to 1.15 pm Shift 2: Mon to Fri 8 am to 4 pm Shift 3: Mon/Tues 10.40 am to 6.40 pm Wed 12 pm to 8 pm Thurs 11.15 am to 7.15 pm Fri 10.15 am to 5.45 pm
Salary:	KSD £27,904

Main Purpose of the Role:	To be responsible for the security, maintenance and health & safety of school buildings ensuring safe, clean and compliant learning environments.
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Responsibilities:

- Line Manager – Premises Assistants, Minibus Driver and cleaning team.
- To manage the school's lettings in liaison with the finance office.
- To liaise with key stakeholders, i.e. Catering Manager, Senior Science/Art and DT technicians to ensure annual maintenance/inspections are undertaken and recorded.

Maintenance of grounds and buildings:

- Ensure the fabric, fixtures and fittings of the estate are maintained to a high standard and meet the school's current and future needs. Overseeing routine repair and maintenance, assisted by premises team.
- Oversee daily and short-term emergency maintenance tasks alongside a costed and prioritised maintenance programme (short, medium and long-term).

Provision of Utilities and Estate Services

- Ensure all utilities provision (water, gas, electricity) are effectively managed and usage minimises wastage.
- Oversee maintenance of boilers, lifts, air-conditioning, ventilation and other mechanical equipment.
- Provide training, supervision and development for the premises team.
- Ensure all premises staff and contractors comply with school safeguarding rules and procedures.

Health and Safety, Fire Safety and Security

- Act as a key holder and ensure all key holders understand their responsibilities.
- Ensure fire systems and prevention equipment are properly installed, maintained and regularly tested.
- Assist with Fire Risk Assessments and have good awareness of all relevant policies and procedures, maintaining positive relationships with the local Fire Service.
- Ensure school site is secure at all times and school facilities are protected by appropriate intruder alarms and CCTV, with regular testing and maintenance.
- Ensure all electrical installations are compliant and periodic testing is completed to schedule (PAT testing).
- Ability to understand and apply regulations such as Health & Safety, COSHH, legionella, manual handling etc, including regular water checks.
- To ensure accident forms are completed and properly recorded so that appropriate action is taken as and when required.

Operational Matters

- To ensure the effective deployment of the premises team to provide the cover needed for the setup and running, cleaning and security requirements for all day to day operational; school and external lettings events and activities.
- To liaise with the Catering Manager and the Finance Manager in ensuring the catering facilities and equipment are maintained.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher and their Line Manager.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

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Signature of Postholder

Date

Person Specification

Qualifications and Training

- Willingness to undertake relevant Health and safety qualifications.
- Ability to understand and apply regulations such as Health & Safety, COSHH, legionella, manual handling etc.

Experience

- Experience managing building maintenance, refurbishment and new build projects is desirable, but not essential.
- Experience in managing and supervising staff and contractors.
- Experience of working in a management role organising/directing teams of people.

Skills and Knowledge

- Knowledge of health and safety legislation, fire safety regulations and compliance requirements is desirable.
- Understanding of building services, utilities management and site security is desirable.
- Excellent organisational and project management skills.
- Ability to work within budgetary constraints.
- Good IT skills.

Personal Qualities

- Commitment to upholding and promoting the ethos and values of the school.
- Good communicator with ability to build effective working relationships with staff, contractors and stakeholders.
- High standards of integrity, honesty and confidentiality.
- Ability to manage time effectively and demonstrate initiative, including establishing priorities.
- Ability to prioritise and manage workflow, while maintaining a flexible approach to respond to requests.
- Hold a full driving licence and be willing to drive a school vehicle/minibus as part of the role.