



**Mayfield Grammar School
Gravesend**

**Appointment of
Premises Assistant (Fulltime)**

Required from 1st September 2026

Closing date: 9 a.m. – Friday 10th July 2026



Mayfield Grammar School Gravesend

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

We are seeking a reliable, proactive and hands-on **Premises Assistant** to support the day-to-day running, maintenance and security of our school buildings and grounds across two sites.

This is a varied and rewarding role, ideal for someone practical, organised and committed to maintaining a safe, welcoming environment for staff, pupils and visitors.

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

Applications made via Kent Teach 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 am on Friday 10th July 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.mqsg.co.uk

JOB DESCRIPTION

Post Title Premises Assistant

Responsible to: Operations Manager

Hours: 37 hours per week

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: Salary £26,956 (KSC)

To assist in the running and maintenance of the school buildings and grounds. To also provide cover for the road crossing patrol in case of absences and illnesses.

Responsibilities:

- Ensure the buildings and site (both at the main site and the second site) are secure, including during out of school hours and taking remedial action if required in conjunction with the Site Manager/Assistant Premises Manager.
- Act as a key holder, providing out of hours and emergency access to the school sites as part of the team's Out of Hours rotation.
- Take a share in opening and closing the school including events outside the school day and at weekends, when necessary, including Graduation Ball, Mayfield testing and Kent testing.
- Undertake general repairs to ensure the school sites are safe.
- Store and maintain school resources such as equipment.
- Keep school clean and tidy.
- Keep paths, entrances, and access points free of snow and ice to ensure safe passage.
- Undertake DIY type repairs (not needing a qualified craftsman) and maintenance of the buildings and site.
- Provide delivery services to ensure supplies are correctly handled and appropriately delivered across both school sites.
- Assist with regular maintenance and safety checks.
- Oversee with the onsite contractors checking any completed work to the required standards, liaising with the Premises Manager, staff as appropriate.
- To set up furniture for assemblies and other school events as required.
- Undertake general duties, including moving furniture and equipment within the school sites.
- Perform duties in line with health and safety regulations (COSHH) and act where hazards are identified, report any serious hazards to the Site Manager/Assistant Premises Manager immediately.
- Assist with regular health & safety checks of buildings, grounds, fixtures and fittings.
- Drive the Minibus as required, training will be provided.
- Keep up to date with undertaking relevant H&S qualifications/training and willingness to complete a first aid training qualification.
- Willingness to undertake training for RCP in absence of the Kent Local Authority placement.
- Undertake other tasks as reasonably designated by the Site Manager/Assistant Premises Manager.

Qualifications:

- Proficient technical and practical skills would be desirable, training will be given where required.
- Full clean driving licence

Experience:

Previous relevant experience within a school environment or other relevant, transferrable experience.

Skills & Abilities:

- Awareness of the wider working environment e.g., school community.
- Use a wide range of machinery/equipment in the school.
- Maintain a regular activity diary.
- Ability to deal with everyday problems.
- Ability to understand information and advice and liaise with others.
- Written and numeric skills to complete detailed records.
- Ability to observe and be receptive to information being communicated.
- Ability to communicate using IT as required by the role.
- To be able to drive a minibus
- To transport pupils between school sites.
- To use initiative to respond to situations in proficient and effective manner.
- Willingness to work overtime as part of the team to cover weekend use of school sites.

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.

Signed: _____ Dated: _____

Approved by: _____ Headteacher

