



Laycock Primary School

Class Teacher Recruitment Pack



If we believe it, we can achieve it



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School Location



Premises Manager

Laycock Primary School

CONTRACT: Permanent

HOURS: 35 hours p/w ALL YEAR ROUND

SALARY RANGE: SO1

ACTUAL SALARY: £40,404 – £41,637

REQUIRED FOR: March 2026

Advert

Laycock School is a large primary school with a 64-place provision for deaf children. It is a welcoming and inclusive environment with a friendly and supportive staff. Our deaf children are taught in both small class groups by a teacher of the deaf and also within their mainstream classes. The candidate should have outstanding classroom practice, be highly motivated, and want to make a difference for all groups of children.

We are looking to appoint passionate and enthusiastic Premises for **March 2026** to join our teaching team.

We encourage visits from prospective candidates. To arrange a visit please contact Fredrick Hall or Susan Brownson: office@laycock.islington.sch.uk

Closing date for applications: Midnight, Sunday 11th January 2026

Shortlisting: Tuesday 13th January 2026

Interviews: TBC with shortlisted candidates

To apply: Follow the jobs link:

<https://jobs.islington.gov.uk/vacancies/2374/premises-manager.html>

If you need any assistance, please email the office@laycock.islington.sch.uk quoting reference: **LAY2374**

Laycock Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS disclosure. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations. An online search will be conducted on shortlisted candidates.

Premises Manager

Laycock Primary School

CONTRACT: Permanent

HOURS: 35 hours p/w ALL YEAR ROUND

SALARY RANGE: SO1

RESPONSIBLE TO: Headteacher



Job Description

PURPOSE OF THE POST

- To ensure the security, care and availability of the educational premises and its furniture, fittings and equipment;
- To ensure the physical environment of the premises is satisfactory for users;
- To promote the efficient use of the Council's assets to support the educational objectives of the establishment and the activities of other site users.

The position will assist schools in developing their extended school's agenda and will therefore require flexible working

MAIN RESPONSIBILITIES

Maintenance

- To be responsible for maintaining constant awareness of the physical condition of the building, furniture, fittings and equipment and where appropriate repairing/reporting defects or requisitioning work for repair, including authorising invoices for payment in accordance with financial regulations.
- To undertake maintenance and repairs to the premises within the scope of a competent handyperson.
- To complete and or review all statutory testing requirements.
- To assist in the provision of a safe and healthy environment for all site users. Where delegated to do so by the Head of Establishment, undertake duties as a Safety Liaison Officer.
- To assist in the efficient operation of the establishment's heating system; monitoring the use of the heating and lighting system and promoting cost consciousness and energy conservation within the establishment.
- To carry out internal and external cleaning of certain defined areas as directed by the Line Manager, including where applicable: grounds and play areas, external toilets, internal glass, walls, removal of graffiti and undertaking defined holiday cleaning duties.
- To carry out emergency cleaning duties where necessary, and/or as directed.
- To undertake general portorage duties as required and particularly the provision of furniture and other equipment for timetabled activities to meet the needs of premises users, without continued direction.
- To provide and replenish toilet paper, toilet soap, sanitary requirements, hand towels and other drying facilities (but not internal toilet cleaning, except in emergency situations).
- To maintain operation of the premises miscellaneous duties of a practical nature as circumstances demand, at the request of your line Manager.
- To be responsible for checking stores/equipment deliveries against invoices/delivery notes and portorage duties to ensure they are correctly stored/distributed.

Management

- To plan and prioritise own work and that of your staff according to the needs of the site as determined by the Business Manager, Bursar Deputy Headteacher or Headteacher. This will include providing the line Manager in advance with a weekly log of main tasks to be performed during the forthcoming week and providing/maintaining any other necessary records.
- To be responsible for monitoring the quality of the service provided by the contractor(s) according to the standards set out in the contract specification and any additional standards given for the individual site, where delegated to do so under the direction of the by the Business Manager, Bursar Deputy Headteacher or Headteacher.
- To maintain as necessary, records of out of school hours use of the premises in accordance with Local Management provisions and otherwise promote usage of the premises in accordance with the policy of the Governing Body.
- To liaise with the Line Manager/Contractor/Council staff (as necessary) to ensure that any deficiencies in the cleaning service provided by the contractor are reported to the appropriate person.
- To be responsible keeping other necessary records on the attendance and performance of premises and cleaning staff.
- To plan, prioritise, allocate, manage and supervise the work of other premises staff. To prepare the duty rota's for premises staff, ensure premises are adequately covered when open and ensuring holiday periods and other absences are adequately covered.
- To be responsible as first line supervisor for initial discipline of other premises staff including issue of verbal warnings and preparation of reports for further formal disciplinary action.

Security

- To ensure the security of the site and its contents and the provision of access and exit to the site and buildings for authorised persons.

Personal Responsibilities

- To carry out the duties and responsibilities of the post, in accordance with London Borough of Islington's Health and Safety Policy and relevant Health and Safety Legislation.
- To take responsibility for safeguarding and promoting the welfare of children.
- To undertake training as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- At all times to carry out the responsibilities of the post with due regard to the Council's Equal Opportunities policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- To carry out general portage duties as required and particularly the provision of furniture and other equipment to

Signed: _____ Name: _____ Date: _____

Premises Manager

Laycock Primary School

CONTRACT: Permanent

HOURS: 35 hours p/w ALL YEAR ROUND

SALARY RANGE: SO1

RESPONSIBLE TO: Headteacher



Person Specification

ESSENTIAL CRITERIA

You must demonstrate on your application form that you meet the following essential criteria.

- E1.** Some relevant experience of buildings and asset management
- E2.** Some relevant experience of staff supervision.
- E3.** Knowledge of asbestos management
- E4.** Knowledge of cleaning.
- E5.** Health and Safety qualification or caretaking qualification, such as NVQ/SVQ in Cleaning and Support Services (Level 2 in Caretaking). NEBOSH Diploma (or equivalent) or Registered Safety Practitioner status
- E6.** Good communication skills (both written and verbal)
- E7.** An understanding of the responsibility of the class teacher with regard to the safeguarding and health and safety of pupils in their care.
- E8.** Ability to work effectively with a wide range of people, including the Headteacher, other school staff, students, parents, other agencies and the local community
- E9.** Knowledge of the legislation specific to health and safety and related issues
- E10.** Understanding of building maintenance requirements and the ability to undertake minor repairs
- E11.** Ability to implement adequate security arrangements
- E12.** Ability to provide data for computerised asset management systems



How to Apply

Application Deadline

Completed application forms must be received by **Midnight, Sunday 11th January 2026**

To apply, follow the jobs link:

<https://jobs.islington.gov.uk/vacancies/2374/premises-manager.html>

If you need any assistance, please email offie@laycock.islington.sch.uk quoting reference: **LAY2374**

Please note that CV's and hard copy applications will not be accepted.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

To arrange a visit please contact Fredrick Hall or Susan Brownson: office@laycock.islington.sch.uk

Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

The selection process will take place on **Tuesday 13th January 2026**. Shortlisted candidates will be given more details.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection. As part of Safer Recruitment, there will be a **social media check** done on all shortlisted candidates. Information on this will be sent with the invite to interview email.



Laycock Primary School

26 Laycock St, London N1 1AH

Tel: 020 7226 2927

Email: office@laycock.islington.sch.uk

Website: <https://www.laycock.islington.sch.uk/>

Nearest station: Highbury & Islington

