

Premises Manager

Bowden House School

Firle Road, Seaford, East Sussex BN25 2JB

01323 893138

<https://bowdenhouse.school>



Welcome from the Chair of Governors

Thank you for your interest in the advertised post.

Bowden House School is a residential, special school maintained by the London Borough of Tower Hamlets. All students attend on a weekly, residential basis although there is the facility to admit students who live local to the school, to attend on a daily basis. All students have Statements of Special Educational Needs or EHC Plans aimed at addressing their Social, Emotional and Mental Health difficulties.

The Job Description and Person Specification fully outline the requirements of this post and we welcome applicants who are clearly able to demonstrate their knowledge and experience in a similar role. Ofsted Reports; Policies & Procedures together with details of the specialist staff supporting the work undertaken in this school are available on the school's web-site

<https://bowdenhouse.school/>

The school delivers a comprehensive Induction Programme and the successful candidate will be required to undertake a range of mandatory training courses. Where appropriate, external training will be made available as part of the postholder's Continued Professional Development.

To meet the needs of our students, the school aims to:-

- create a school community where students participate, excel and are proud of their achievements
- nurture and support all students to make consistent and positive progress in their educational and social development
- encourage the students, staff, parents/carers to work together as a team.

The Statement of Purpose included in this application pack, provides information on all aspects of the school.

We look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'Emmanuel Lawal', with a stylized flourish at the end.

Emmanuel Lawal

Statement of Purpose

Bowden House School offers an effective, educational programme delivered in a safe, stable and supportive environment with an increased opportunity to improve school attendance; raise the attainment and achievement of its students and is committed to enabling each student to strive to reach their full potential. The Care Team work closely with the Education Team and contributes to the stability and learning aspirations of the students. This whole school approach ensures that students receive consistent, high quality education and care; school placements have the potential to be long-term, where appropriate and the reputation of the school is enhanced by the quality and stability offered.

The main aim of the school is:

- To provide an educationally stimulating environment for every student
- To provide a blend of experienced staffing, including those qualified in social care and teaching. The range of skills within the team ensures that the individual needs of all students can be met
- To encourage students to contribute to their Individual Learning Plans; take an active part in planning their own future and to accept responsibility for their actions and begin to address and work towards managing their behaviour
- To expand the knowledge, skills and abilities of every student within the formal classroom setting; learning 'Outside the Classroom' and within the wider community
- To support every student in a small group learning environment to improve their educational and social skills based upon their individual needs
- To enable every student to become a positive, responsible member of society with encouragement to participate in a range of outside interests
- To provide opportunities to form appropriate relationships with adults and other students in a caring, nurturing environment with maximum opportunities to develop these relationships within clearly defined boundaries and guidelines
- To accept school placements for boys aged 9 years to 16+ years with a view to providing a stable, caring environment
- To ensure that the blend of teaching and care staff work co-operatively together so that Individual Learning Plans are tailored to meet each individual student's needs
- For all staff to be aware and respond to the possible distress faced by students living away from their families/friends and the demands of shared living
- To develop the positive self-esteem and confidence of all students.

On-site Vocational Training

- Motor mechanics. The school has a custom-built garage with facilities for car and motorbike restoration/mechanics
- The school plans to extend its on-site provision to include construction; painting/decorating and plumbing

Off-site Vocational Training

- College placements –home authority or local to school
- Brighton & Hove Albion 'football in the community reintegration project'

All students will be supported in the classroom and on off-site programmes, when needed. SAM Learning is available to all students either in school or as a distance learning package if they are unable to attend school through sickness, etc.

BOWDEN HOUSE SCHOOL – FIRLE RD SEAFORD EAST SUSSEX

OFSTED - OUTSTANDING RESIDENTIAL SPECIAL SCHOOL

**Competitive salary and working hours, excellent staff welfare package
and Local Government pension scheme**

PREMISES MANAGER

Full time – 35 hours per week

Annual salary - Scale SO1 Pt 23 to 25 = £34,434 to £36,363

**Annual Leave 28-33 days (depending of length of service) plus 4
concessionary days.**

Location - Approximately 8 miles from Eastbourne and 12 miles from Brighton.

Due to an upcoming retirement, we require a Premises Manager to join our establishment team at Bowden House Residential Special School.

The successful candidates will be an innovative, flexible and conscientious individual.

Experience within a school environment is desirable but not essential.

To obtain an application pack, contact the school on 01323 893138

or email admin@bowdenhouse.towerhamlets.sch.uk.

Closing date: 26 July 2026

The school is committed to the Safeguarding and Protection of Children. We appoint staff in positions of trust and it is our duty under Safer Recruitment to ensure that they are fit to work with vulnerable young people. References and an enhanced DBS that are satisfactory to us, will be a condition of the appointment. It is an offence to apply for this role if you have been barred from engaging in regulated activity relevant to children.

We shall ensure fairness and equal opportunity throughout our workforce and in service delivery. We welcome applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age.

Online searches may be carried out as part of due diligence checks for shortlisted candidates.

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Job Description: School Premises Manager

Job Purpose

The School Premises Manager is responsible for the day-to-day management, maintenance, safety and security of the school's buildings and grounds. The role ensures that the school provides a safe, secure, welcoming, and well-maintained environment for students, staff, visitors, and contractors.

Key Responsibilities

Premises Management

- Manage the daily operation and upkeep of all school and residential buildings, grounds, and facilities.
- Carry out routine inspections to identify maintenance needs and safety issues.
- Undertake minor repairs, decorating, and general maintenance where appropriate.
- Arrange and supervise external contractors for specialist repairs and maintenance.
- Maintain records of maintenance work, inspections, and servicing schedules.

Health and Safety

- Ensure the school complies with health and safety legislation and statutory requirements.
- Carry out regular health and safety inspections and risk assessments.
- Monitor fire safety systems, emergency lighting, alarms, and evacuation procedures.
- Ensure all statutory testing and servicing (e.g. fire alarms, emergency lighting, gas, electrical systems, asbestos management, water hygiene, legionella) is completed on schedule.
- Report hazards and implement corrective actions promptly.

Security

- Be responsible for opening and securing the school site as required.
- Monitor security systems including alarms, CCTV, and access control.
- Respond to alarm activations and emergency call-outs where required.
- Ensure the school site remains secure during and outside school hours.
- Be responsible for issuing and recording key and radio allocations

Site and Grounds Maintenance

- Maintain outdoor areas, including pathways, car parks, fencing, sports areas, and playgrounds.
- Oversee gardening and seasonal maintenance.
- Ensure waste disposal and recycling procedures are effectively managed.

Contractor and Project Management

- Liaise with contractors, ensuring work is completed safely and to agreed standards.
- Monitor contractor compliance with safeguarding and health and safety requirements.
- Support refurbishment and improvement projects across the school site.

Facilities

- Assist with room setups for meetings, examinations and school events.

Vehicles

- Carryout weekly basic vehicle safety checks (lights, fluid levels, tyre pressures etc)
- School vehicle cleaning

Staff

- Allocate and monitor workloads of the other premises staff.

Compliance

- Maintain accurate records for statutory inspections and compliance documentation.
- Support audits relating to premises management, health and safety, and facilities.
- Ensure compliance with safeguarding procedures relating to visitors and contractors.

Budget Responsibilities

- Monitor premises maintenance budgets.
- Obtain quotations for works and services.
- Ensure best value when purchasing supplies and services.

Other Duties

- Participate in emergency procedures and business continuity planning.
 - Complete relevant training to maintain professional knowledge.
 - Undertake any other duties appropriate to the role as directed by the Headteacher or School Business Manager.
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Personal Specification: School Premises Manager

Essential Qualifications

- Good standard of education (GCSEs or equivalent in English and Mathematics).
- Relevant facilities management, building maintenance, or trade qualification (desirable).

Essential Experience

- Experience of building or facilities maintenance.
- Knowledge of health and safety regulations.
- Experience managing contractors.
- Experience carrying out minor repairs and maintenance.
- Experience working independently and prioritising workloads.

Knowledge

- Building maintenance and repair techniques.
- Health and safety legislation.
- Fire safety procedures.
- Security systems and site management.
- Basic IT skills for record keeping and communication.

Skills

- Good organisational and planning skills.
- Practical problem-solving ability.
- Strong communication and interpersonal skills.
- Ability to work under pressure and respond to emergencies.
- Good record-keeping and administrative skills.

Personal Attributes

- Reliable, trustworthy, and professional.
- Flexible and adaptable.
- Proactive and self-motivated.
- Strong commitment to safeguarding children.
- Able to work collaboratively with staff, contractors, and external agencies.

Working Conditions

- Work involves both indoor and outdoor duties in all weather conditions.
- Manual handling and use of maintenance equipment may be required.
- Some evening or emergency call-out work may be necessary to support school operations and events.

This job description provides a general outline of the role and may be reviewed and amended to meet the changing needs of the school.