

Premises Officer Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

We would like to thank you for your interest in the Premises Officer role within Education Excellence Team.

The Professional Development Centre is set in Formby and has generous grounds including a wooded area. The main function of the Centre is to provide high quality facilities for Sefton Council services and outside agencies to hold training, events, and meetings. The centre is also a base for several Sefton employees. We also have a community Centre on site who we work alongside.

We are seeking to appoint a part-time Premises Officer to join our busy Team and support the Site Manager. The successful candidate will be required to work 7.30 am to 10am Monday to Friday. The person appointed will be required to work overtime to cover the Site Manager as and when required.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!

Joanne Helm
Professional Development Centre Manager



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:



- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.



Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

Applicants must be able to demonstrate a good level of DIY skills and/or have experience working in a building services environment. The successful candidate will be required to undertake key holding responsibilities including opening and closing of the premises and responding to callouts. The candidate should be an enthusiastic, conscientious, and self-motivated person who would like to provide a key role in maintaining our site, to ensure a welcoming and safe environment. This is a physical role. The successful candidate will have a broad range of repair, maintenance and caretaking skills, be vigilant and display attention to detail in addition to good computer literacy. The candidate should be able to work independently and be self-motivated but also be able to work as part of a team, have good communication skills and have a commitment to high standards.

Experience: Experience of maintenance and repair duties and gardening activities: Clear knowledge of relevant health and safety regulations: Ability to undertake cleaning, routine and emergency repairs: Physically able to move equipment and furniture and carry out general portage duties: Knowledge of COSHH Regulations: Good IT skills. Good level of literacy and numeracy skills.

Personal Qualities & Attributes: Self-Motivated: Enthusiastic: Fit and capable of heavy work: Work to high standards, both when working with colleagues and when working unsupervised: Ability to take direction and to be available to work outside of normal site hours on occasion, with due notice or to work hours flexibly to meet needs of the site.



Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Monday 1st June 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Thursday, 4th June 2026**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

Professional Development Centre

Post: PREMISES OFFICER

Grade: LEVEL 3 - Grade E – JE No. A1632

Section: Education Excellence

Responsible to:
Joanne Helm

JOB PURPOSE

Under the guidance of appropriate senior staff, be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated multi-school (site) locations.

MAIN DUTIES

Security and Safety

Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.

Respond to and accurately record all call outs, liaising with the security force and police as appropriate.

Make premises secure after break-ins.

Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills as required.



Undertake the role of Fire Marshall.

Ensure the safe storage of materials covered by the COSHH regulations.

Ensure stringent health and safety provision and adherence to the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.

Contribute to the completion of risk assessment of security risks to the designated premises (grounds, premises and contents) including vandalism/arson.

Energy Management

Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person.

Ensure lights and other equipment are switched off as appropriate.

Porterage

Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.

Demonstrate and assist in the safe and effective use of specialist equipment and materials.

Undertake porterage of stock, furniture and equipment as required.

Maintenance

Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.

Responsible for the operation of a preventative planned maintenance programme and for routine inspections of designated buildings, fixtures, fittings, furniture premise and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.

Undertake minor day-to-day repairs as required.

Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating, erecting shelves and fixing etc.

Be competent in the use of power tools and equipment eg: drill, power washer.

Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.

Monitor the cleanliness of the designated premises, liaising with the Cleaning Company when necessary.



Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated premises.

Support for the Centre

Complete all necessary administration submitting information as required to Senior Management Team to aid decision-making.

Responsible, in conjunction with the relevant Administrator, for the administration and control of appropriate areas of budget.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Contribute to the organisation's ethos, aims and development / improvement plan.

Work as part of a team appreciating and supporting the role of other people in the team.

Responsible for maintaining records and information.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

Assist in the induction of other support staff as required.

Note In addition to the above other duties at the same responsibility level may be interchanged with/added to this list at any time.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.



Prepared by:

Joanne Helm

Professional Development Centre Manager

15th May 2026

PERSON SPECIFICATION

Post: PREMISES OFFICER – LEVEL 3

Post No. 413887

Professional Development Centre

Dept. Education Excellence

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
<p><u>QUALIFICATIONS/TRAINING</u></p> <p>Level 2 qualification or equivalent in Maths/numeracy and English/literacy.</p> <p>Relevant Level 2 qualification or equivalent experience.</p>	<p>E</p> <p>D</p>	<p>AF + I</p> <p>AF + I</p>
<p><u>EXPERIENCE/KNOWLEDGE</u></p>		
<p>Demonstrate experience of caretaking/site-keeping in a multi-school (site) or similar environment.</p>	<p>D</p>	<p>AF + I</p>



Demonstrate an understanding of inclusion. Ability to relate well to children and adults.	E	AF + I
Knowledge of health and safety procedures and precautions.	E	AF + I
Awareness of COSHH regulations.	E	AF + I
Awareness of health and hygiene procedures.	E	AF + I
Knowledge of moving and handling procedures.	E	AF+I
Knowledge of the Code of Safe Working practice (COSWP) for Caretaking and Premises Staff.	D	AF + I



<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
<p><i>Communication and Influence</i></p> <p>Communicates in a clear, accurate and succinct manner to deliver information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.</p>	E	AF + I
<p><i>Team working</i></p> <p>Acts in a manner consistent with team goals, standards and values actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others views and opinions. Works with the team to generate solutions and reach consensus.</p>	E	AF + I
<p>Adaptability</p> <p>Responds positively to the change process helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices</p>	E	AF + I
<p><u>Use of Technology</u></p> <p>Is able to use and understands the purpose of information communication technology (ICT) and has the ability to</p>	D	AF + I



search for and extract information from a range of technology.		
<u>Professional Values & Practice</u>		
Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.	E	AF + I
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.	E	AF + I
Ability to improve your own practice through observations, evaluation and discussion with colleagues.	E	AF + I
<u>SPECIAL REQUIREMENTS</u>		
Requirement to complete Induction Programme.	E	I
Willingness to undertake appropriate first aid training (if appropriate).	E	I

Prepared by: Joanne Helm

AF = Application rm

I = Interview

Date: 15 May 2026

T = Test

P = Presentation