

INFORMATION FOR APPLICANTS

WORKING AT WYKE SIXTH FORM COLLEGE



INTRODUCTION

Application for the Post of: **Premises Assistant**

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is **9a.m. on Monday 15th September 2025**. Interviews will be held on **Friday 19th September 2025**.

Included in this pack is some information about the Cleaning Department, an outline job description and a person specification.

You will also find a link to the following form which needs to be completed and submitted to the College:

Application Form (please do not replace with your CV)

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. If you have not heard from us within four weeks of the closing date, your application will have been unsuccessful on this occasion.

Yours sincerely

Shell Clarkson

H.R. Manager

#MakeItHappen

www.wyke.ac.uk

WORKING AT WYKE

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best college in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2400 students and around 220 members of staff. We offer a wide range of A Level courses as well as some highly successful Vocational courses, both those equivalent to one, two and three A-levels, and a small number of GCSEs.

Each A-level, GCSE or Vocational is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. The approach for this was recently revised so that so that members of staff fall into one of a number of development strands e.g. 'Aspiring Leaders', 'Lead Learners', 'Pastoral', 'Administrative'. Some development activities take place on one of the four Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved. Our plan is that every member of staff will have an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including any activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

WORKING AT WYKE

Our employees at Wyke 6th Form College have access to a number of different benefits including:

- Generous pension schemes
- Generous holiday entitlements
- Significantly enhanced sick pay
- In service life cover
- Structured pay grades
- Funded development opportunities
- Free tea and coffee
- Employee Assistance Programme— which includes access to GP appointments, counselling and legal advice
- Other mental health support including Mental Health First Aiders on site
- Occupational Health support
- Flu-jabs
- Cycle to Work Scheme
- Multi-faith room
- Subsidised food costs
- Subsidised social events
- Use of library facilities
- Staff sports classes
- Opportunities to travel with college trips

THE PREMISES DEPARTMENT AT WYKE SIXTH FORM COLLEGE

Wyke is an established, highly successful Sixth Form College with an outstanding reputation in the locality. The college draws students from Kingston-upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We require a reliable and skilled Premises Assistant to join our experienced team in providing a responsive support service to staff and students in the day-to-day running of the site and use of shared resources. The team work to maintain high standards of appearance, good condition and safe usage of the College's premises, noting deficiencies and making improvements as appropriate. The working hours for the role involve covering shifts from 6.30a.m. until up to 10p.m. in the evening with some weekend functions required and emergency call outs overnight.

The successful candidate will be a practically skilled problem-solver who can work well with others to manage a varied workload. Experience of working in a similar role would be desirable and the flexibility to cover the working times required is essential.



JOB DESCRIPTION

Job Title :	Premises Assistant
Postholder's name:	
Reporting to :	Premises Supervisor
Member of:	Estates Team
Overall Purpose:	<p>To maintain a safe and hazard free college environment, therefore meeting its operational needs. Noting deficiencies, hazards and taking remedial action or making improvements as appropriate and directed by the premises supervisor.</p> <p>Alongside, ensuring the highest standards of appearance and providing a responsive support service to students and staff in the day-to-day running of the site and use of shared resources.</p>
Policy and Procedure:	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including conduct, health and safety, safeguarding, appraisal and equality and diversity.
Key Duties	
Key Duties:	<ul style="list-style-type: none"> To maintain a safe and hazard free environment, therefore meeting its operational and educational needs. To monitor and maintain the internal and external conditions of all buildings and grounds, to ensure safety and operational standards. To undertake daily, weekly, monthly and annual compliance inspections and work as directed by the premises supervisor and annotated in the Planned Preventative Maintenance schedule. To play a leading role in an emergency evacuation scenario, such as evacuation chair duties, alongside identification of alarm call point activation and where appropriate liaison with senior leaders and or Fire and Rescue or other emergency service. Undertake minor maintenance and repairs as required, in conjunction with tasks given to you via the helpdesk (HALO). To have a working knowledge of the college heating and cooling system and be able to monitor and adjust the Building Management System as appropriate. Be responsible for the overall security of the college campus.

JOB DESCRIPTION

Key Duties:

- Operate/monitor the College's CCTV system, search archive footage and capture images and detail of incidents and liaise with Police and other authorities as required.
- Oversee the College's Parking Permit system by supervising and checking parked vehicles. Ensuring that access around the carpark remains available for any emergency vehicle and waste management pick up.
- To provide emergency cleaning as necessary during the day and undertake high-level cleaning, for example light fittings and high window sills.
- To liaise with the cleaning supervisor in relation to lettings bookings and evening and holiday maintenance programmes.
- Act as a primary key holder, responding to out of hours emergency call-outs and work appropriate overtime to cover incidents as required.
- Act as one of the College's First Aiders and undertake appropriate training as required.
- Oversee and assist with the replenishment of display boards to public areas of the College.
- Receive deliveries and manage the intake and distribution to and from Goods Inward in liaison with both Central Service and Finance teams.
- Work reasonable overtime as requested by the College in order to open the College for weekend use and carry out those maintenance tasks more easily undertaken when parts of the College are vacant; these may include boiler duties or similar.
- To clear manholes, gutters and drains of minor blockages, ensuring the removal of excess water and waste.
- To undertake such training as the College considers reasonable and necessary for the performance of the tasks described.

Other Duties:

This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and training		A Health and Safety or trade qualification
Knowledge and experience	Experience of working constructively with others to ensure work is covered	
	Experience in basic maintenance and DIY skills	Experience in an education environment
	Track record of excellent time keeping and reliability	
Skills and abilities	Friendly, professional manner	
	High standards of presentation and service	
	Good organisation skills	
Other qualities	Proactive, positive and flexible attitude	Track record of demonstrating this.
	Willingness to undertake appropriate staff development.	Awareness of safeguarding and health and safety issues.

FURTHER INFORMATION CONTACT

Wyke Sixth Form College

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Wyke
SIXTH FORM COLLEGE

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