

# CANDIDATE PACK

Premises Assistant



**Start date:**  
June 2026

**Location:**  
Bexley Music  
Belmont Road  
Kent  
DA8 1LE

# About Us

We are committed to providing high-quality music education for our communities across Bexley and beyond.

As the lead music provider in the Borough, we work with schools, community groups and individuals, offering exciting musical opportunities to people of all ages. These include individual and group lessons on a range of instruments, ensembles, choirs, concerts and much more.

Music education is hugely valuable and can help develop a wealth of important skills including:

- Social development, life skills and confidence
- Learning skills and concentration
- Team working
- Improved behaviour
- Creativity

Music is an educational building block; it's fun, it's for life and it's for everyone. So, find out how you can get involved today.



# About the Trust

Our school is part of London South East Academies Trust - a multi-academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:  
[LSEAT.co.uk](https://LSEAT.co.uk)



# Job Description

**Job title: Premises Assistant**

**Salary: H18 on on the LSEAT Harmonised pay scale**

**Contractual Hours: 7.5 hours per week, 36 weeks per year**

**Position Status: Permanent**

## About our vacancy

We have a fantastic opportunity for a committed, highly flexible and motivated Music Centre Premises Assistant, with reception, admin and driving duties, to work within Bexley Music, based within Belmont Academy and part of the London South East Academies Trust.

We are seeking to appoint a responsible, experienced individual who will be the key holder for the music centre, opening and closing the building at the start and finish of provision, ensuring the building is secure at all times. On reception, the role will involve representing the 'face of Bexley Music', as the first port of call in greeting and meeting all stakeholders (children and adults) in a welcoming and inviting manner as well as undertaking admin duties to support the work of the daily admin team. In addition, there is a requirement for the cleaning, maintenance and set up music rooms, including moving instruments and equipment, as well as driving the Bexley Music van to transport instruments for concerts and music lessons across the borough, when appropriate.

Due to the nature of the post, excellent communication skills as well as flexibility and adaptability are essential for this role. You will join us at an exciting time in Bexley Music's journey and will be supported by the staff team and have the opportunity to work within a welcoming, creative environment.



We offer a comprehensive and bespoke CPD programme throughout the year and have a good record of upskilling staff at all levels. As all children have an EHCP and are working significantly below age-related expectations, the role is more likely to suit those who are trained/experienced within Early Years, Primary or Special settings. ECTs and those with SEN/autism experience are also welcome to apply. We operate an EYFS/Primary model of teaching up to and including Year 13 with some specialist teaching in Y10-13.

These are opportunities for teachers who actively collaborate in an ambitious team. We are particularly keen to hear from you if you have experience of delivering tailored and personalised learning programmes for children with SEND.

# Job Description

## Job Purpose

To be the responsible key holder, ensuring the music centre is secure. Understand the school layout and have an appreciation of music tuition timetables and requirements. Reception duties, as the 'face of Bexley Music', greet and meet all stakeholders in a welcoming and inviting manner. Undertake cleaning, maintenance, and set up music rooms, including moving instruments and equipment. As required, drive equipment around the London Borough of Bexley. Undertake admin duties as directed.

## Main Duties and Responsibilities:

### Security and Supervision

- Act as keyholder and carry out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds
- Deal with enquiries from staff, students, parents and contractors
- Prevent unauthorised access onto the school premises or grounds

(Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).

### Reception and Administration

- Represent the 'face of Bexley Music', greeting and meeting all stakeholders (children and adults) in a welcoming and inviting manner
- Sign students/visitors in and out and ensure adults (non-Bexley Music staff) are supervised when on site
- Prevent unauthorised access onto the school premises or grounds
- Direct students to music rooms for lessons and ensembles
- Understand the school layout and have an appreciation of music timetables
- Communicate information to students/staff/visitors regarding concerts and music opportunities, as directed (i.e. disseminating flyers etc.)
- Undertake admin duties to support the work of the daily admin team (e.g. phone parents, record and follow up absences, manage Music Service-related paperwork, additional admin work as required - this will involve some computer work and therefore IT skills)
- Fulfil exam stewarding tasks when appropriate (during music examination sessions)



### **Caretaking and Maintenance**

- Set up all teaching spaces ready for out-of-school music lessons and ensembles (orchestras, bands, choirs) and clear away afterwards
- Carry out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage
- Identify and prioritise maintenance requirements (e.g. music stands and other music equipment)
- Ensure all areas within the confines of the site are free from litter
- Monitor and ensure the cleanliness of the school premises and furnishings before and after Bexley Music activity
- Prepare the school premises and site for out of school activities and clear up after these activities

### **Other Duties**

- Transfer expensive and fragile music instruments between schools across the borough
- Be willing to support the delivery and collection of musical instruments for concerts when required
- First aid
- Overtime if required

### **Health & Safety**

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Officer for the School
- Monitoring the appropriate Health and Safety procedures in use in Bexley Music and reporting any issues to the Head

### **Safeguarding**

The health, safety and well-being of every child is our top priority at Bexley Music. All staff are an important part of the wider safeguarding system. You will have a good understanding of our Safeguarding Policy which is integral to our school, take ownership of its principles and above all be committed to enforcing procedures.

### **General**

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Bexley Music. The duties may be varied by the Head of Bexley Music to meet changed circumstances in a manner compatible with the post held

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Safeguard and promote the welfare of children and young people

## General Requirements:

**Safeguarding:** Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

**Equity, Diversity and Inclusion:** Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

**Health and Safety:** Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

**STARS Values:** Consistently model and promote the our STARS values, contributing positively to our culture and reputation.

**Sustainability:** Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

# What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

# Person specification

	Detail	Examples
<b>Qualifications &amp; Experience</b>	<b>Specific qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Experience of caretaking, buildings maintenance and security</li> <li>• Experience of reception duties and administration</li> </ul>
	<b>Knowledge of relevant policies and procedures</b>	<ul style="list-style-type: none"> <li>• First Aid Qualification</li> <li>• Safeguarding</li> </ul>
	<b>Literacy</b>	<ul style="list-style-type: none"> <li>• Good reading and writing skills</li> </ul>
	<b>Numeracy</b>	<ul style="list-style-type: none"> <li>• Ability to undertake general mathematical calculations</li> </ul>
	<b>Technology</b>	<ul style="list-style-type: none"> <li>• Good knowledge of security and basic ICT (Word, Excel, emails etc.)</li> </ul>
	<b>Driving Experience</b>	<ul style="list-style-type: none"> <li>• Valid driving licence</li> </ul>

	Detail	Examples
<b>Communication</b>	<b>Written</b>	<ul style="list-style-type: none"> <li>• Ability to complete forms, write letters and reports</li> </ul>
	<b>Verbal</b>	<ul style="list-style-type: none"> <li>• Ability to communicate information clearly</li> <li>• Ability to communicate the ethos of Bexley Music and to greet people in a welcoming and inviting manner</li> </ul>
	<b>Languages</b>	<ul style="list-style-type: none"> <li>• Seek support to overcome communication barriers with children and adults</li> </ul>
	<b>Negotiating</b>	<ul style="list-style-type: none"> <li>• Ability to negotiate effectively to achieve best outcomes</li> <li>• Ability to manage difficult or controversial exchanges</li> </ul>

	<b>Detail</b>	<b>Examples</b>
<b>Working with children</b>	<b>Behaviour Management</b>	<ul style="list-style-type: none"> <li>• Understand the Music Centre’s behaviour management policy</li> </ul>
	<b>SEN</b>	<ul style="list-style-type: none"> <li>• Understand and support the differences in children and adults and respond appropriately</li> </ul>
	<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Basic understanding of the learning experience provided by Bexley Music</li> </ul>
<b>Working with others</b>	<b>Working with partners</b>	<ul style="list-style-type: none"> <li>• Understand the role of others working in and with the Bexley Music</li> </ul>
	<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Ability to establish rapport and respectful and trusting relationships with others</li> </ul>
	<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Ability to make a distinctive contribution to the work of a team</li> </ul>

	Detail	Examples
<b>Working with others (cont'd)</b>	<b>Information</b>	<ul style="list-style-type: none"> <li>• Contribute to the development and implementation of effective systems to share information</li> </ul>
<b>Responsibilities</b>	<b>Organisational Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Ability to remain calm under pressure</li> </ul>
	<b>Time Management</b>	<ul style="list-style-type: none"> <li>• Ability to manage own time effectively</li> <li>• Demonstrate a flexible approach</li> </ul>
	<b>Creativity</b>	<ul style="list-style-type: none"> <li>• Demonstrate ability to resolve complex problems independently and proactively</li> </ul>

	Detail	Examples
General	Equalities	<ul style="list-style-type: none"> <li>Awareness of and commitment to equality</li> </ul>
	Health & Safety	<ul style="list-style-type: none"> <li>Good understanding of Health &amp; Safety</li> </ul>
	Child protection	<ul style="list-style-type: none"> <li>Understand and implement child protection procedures</li> </ul>
	Confidentiality/Data Protection	<ul style="list-style-type: none"> <li>Understand procedures and legislation relating to confidentiality</li> </ul>
	CPD	<ul style="list-style-type: none"> <li>Demonstrate a clear commitment to develop and learn in the role</li> <li>Ability to effectively evaluate own performance</li> </ul>

# How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

