

# THE BOXING ACADEMY

**PREMISES MANAGER  
CANDIDATE INFORMATION PACK  
November 2025**



## **Introduction**

The Governors of the Boxing Academy are seeking to recruit a Premises Manager. This is a opportunity for an ambitious candidate to help shape the future of one of the UK's most successful Alternative Provision schools. The academy provides an alternative pathway for children who have failed in (and been failed by) mainstream education, operating with the spirit of a boxing gym. For any candidate, aligning with this vision and wanting to work to improve the life chances of vulnerable and disadvantaged students is vital.

The Boxing Academy converted in May 2017 to become an Alternative Provision Free School. Since then, it has delivered on its mission of delivering high quality education and development to the most hard-to-reach young people, realised through the discipline and ethos of boxing. The Academy has gained a local and national reputation for excellence by consistently achieving some of the best outcomes of any AP in the country.

In 2017, in recognition of these achievements, the Boxing Academy was named the Tes AP school of year. In March 2025, following its most recent OFSTED inspection, the school was graded 'Outstanding' in all areas for the second time.

## **Diversity**

The Boxing Academy recognises that as individuals we all bring something unique to the role regardless of age, gender, race, beliefs or disabilities which is why we treat all our people equally, without compromise. We are committed to ensuring that the recruitment and selection of staff is conducted in a manner that promotes equality of opportunity.

The Boxing Academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Candidates should be aware that the Boxing Academy may conduct searches of social media and other online content in advance of any interviews. Our commitment to safeguarding is underpinned by robust processes and checks for all applicants.

## **Background of the Boxing Academy**

The Boxing Academy was established as a charity in 2007, out of a boxing gym in Tottenham. With the support of Gladesmore Community School, it opened its doors to 12 students in the first year. The Academy was registered as an Independent School in 2014 and became an Alternative Provision Free School in May 2017.

## **Why Boxing?**

Boxing benefits our students by getting them fit, teaching them teamwork, anger management and discipline, and improving their confidence and concentration. This school is not aiming to produce competitive boxers, in fact many of the students have no interest in Boxing.

The value is in the positive benefits of daily training and the relationships that grow in the gym. We employ boxing coaches in this role because young people instinctively look up to and respect the strong role models within the boxing gym who present a positive image of respect for others, discipline, responsibility, a work ethic and good manners.

As a school we understand behaviour as communication and that adverse childhood

experiences including abuse, neglect and or exploitation can impact and influence the way children behave. When addressing behaviour we hold children's safety and welfare central to our decision making and incorporate the risks and vulnerabilities our students may have.

The boxing coaches support their students in the gym and the academic classes which allows the academic teachers to teach without interruption. Our approach to boxing training offers students the opportunity to expend their energy in a purposeful manner, to channel their aggression and to learn teamwork, discipline and the acceptance of authority. The support and encouragement they receive improves their self-esteem and confidence, while creating a positive cycle of achievement.

Our students are interesting, challenging, lively, bright and funny: attributes that contribute to the unique atmosphere found in the classrooms and the boxing ring.

## Curriculum

We currently offer a core curriculum of five GCSE or equivalent subjects including Maths, English, Science, Art, and PE. The Academy also offers the capacity to sit exams in students' community language if appropriate. Curriculum delivery is interspersed with boxing sessions, and SMSC, PHSE and British Values. We also offer careers advice, and free-to-participant trips such as residential outward bound holidays.

The curriculum at the Boxing Academy is constantly reviewed and assessed for impact so that we can be sure it meets the needs of our cohort and their ever-changing circumstances.

## New Build

The Boxing Academy is currently operating in temporary accommodation while waiting for the construction of a purpose-built premises. The completion date will be September 2026.

The current site requires daily management to keep it safe and operational for staff and students, in partnership with the facilities management company. The successful candidate will be involved in planning, assessing and delivering the transition from the smaller site to the new build, as well as contributing to the longer-term strategic plans for the school.

This is a great opportunity for a can-do, positive individual to join an established team and develop their skills in one of the most unique and successful AP schools in the country.

A love of Boxing is not essential but an understanding of the benefits of Boxing is!



## **JOB DESCRIPTION**

|                        |                                                                   |
|------------------------|-------------------------------------------------------------------|
| <b>JOB TITLE:</b>      | <b>Premises Manager</b>                                           |
| <b>ACCOUNTABLE TO:</b> | <b>Principal and SLT</b>                                          |
| <b>SALARY RANGE:</b>   | <b>BA 6-12 (£31,530 - £34,434)</b>                                |
| <b>CONTRACT:</b>       | <b>Full-time, All Year Round – opportunity for flexible hours</b> |

## **JOB PURPOSE**

The Premises Manager is responsible to the Principal for the general safety, maintenance and upkeep of the school premises and grounds, and for providing a safe, secure, clean, and warm environment for all children, staff and visitors. It is expected that under Health & Safety legislation you comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk.

## **General responsibilities**

The Premises Manager will be on site during working hours unless their duties are required elsewhere:

- To comply with the School's Health and Safety policy at all times, ensuring issues are raised or reported as required to senior management or Health and Safety representatives.
- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To undertake any other premises duties to comply with any reasonable request commensurate with the role

## **Security**

- Opening and locking of gates, doors and windows as appropriate, being a designated key holder and emergency contact.
- To take a lead role in the planning, development, design, organisation and monitoring of all systems and procedures relating to the school site.
- Maintaining a safe and healthy environment, referring all hazards to the Principal.
- Having knowledge of use and maintenance of fire precautions and equipment.
- Checking all doors are secured against unauthorised entry where appropriate.

## **Maintenance**

- Taking responsibility for maintenance and upkeep of premises, including buildings, fixtures, fittings and furniture, in conjunction with external contractors where appropriate and in agreement with the Principal.
- Carrying out minor repairs and preventative maintenance under own initiative using specific skills or expertise where possible. This could include carpentry, electrical and plumbing repairs within own capability and in line with agreed health and safety procedures and guidelines.
- Taking responsibility for monitoring contractors on site ensuring safety procedures are adhered to and work completed satisfactorily.
- To manage the cleaning contract and ensure that the school is at a high level of cleanliness and safety on a daily basis, overseeing the ordering of products and materials for children and staff toilets and ensuring supplies are in stock as needed.
- Writing of all premises risk assessments including updating of all assessed risks as necessary.

- Organise the maintenance of school grounds including grass cutting, shrubbery pruning and weeding of flower beds and containers using contractors as required.
- Organise and manage the following statutory maintenance checks and other annual checks and keep all records, certificates and weekly test logs up to date according to Statutory Maintenance requirements: Gas safety checks, boiler servicing, Fire-fighting appliances, Fire alarm testing, Intruder alarm testing, PE equipment servicing, Pat testing, fixed electrical testing, COSH sheets, Electrical works certificates, Clinical waste contract, feminine hygiene bins, pest control, emergency lighting, and water and air conditioning testing.

### **Administrative and Financial**

- Responsible for the first line Monitoring and Management of budgets for Premises and Cleaning.
- Complete purchase orders for supplies and minor works and submit to relevant staff member according to the scheme of financial delegation.
- Obtain any quotations/tenders for building works in accordance with SLT/governors requests in line with TBA financial scheme of delegation.
- Be responsible for checking contractor's schedules of work, method statements, risk assessments and health and safety policies.
- Own, manage and maintain the schools premises action plan detailing all strategic projects, costs and timelines.

### **Porterage**

- Dustbin/Recycling bin management - including arranging extra collections when necessary.
- Help all school staff - e.g. assisting with large display mounting, moving of classroom and shared area furniture, repairs to classroom/school equipment.
- Erecting and putting away larger outdoor equipment, gym equipment and furniture as required.
- Removing and storing furniture in available storage facilities.
- Opening and locking up for evening meetings or events as requested by the Principal/Governing Body.

### **Heating, Ventilation and Plant**

- Taking responsibility for supplies of fuel and water, and verifying the accuracy of amounts including gas, electric and water meter readings.
- Dealing with faults and defects including checking and replacing fuses as necessary up to 30 Amps.
- Arranging an annual electrical check with approved contractors.
- Checking and replace lamps, tubes etc. in light fittings or arrange for this to be done by contractors as necessary.
- Testing and recording fire alarm and other alarms weekly.

### **Behaviour and Safety**

- Lead by example by ensuring pupil behaviour and safety.
- Undertake annual safeguarding training with the whole staff.

### **Professional Standards**

- Treat all members of the community, colleagues and pupils, with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.

- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Support the ethos of the school by upholding the Behaviour Policy and uniform regulations at all times including travel to and from school.
- Participate in staff training when provided.
- Reflect on own practice as well as the practices of the school with aim of improving all that we do.
- Read and adhere to the various policies of the school as expressed in the Staff Handbook and Policies.
- Ensure that all deadlines are met as published in the school calendar.

### **Health & Safety**

- Promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others.

### **Safeguarding**

The Boxing Academy is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow our child protection procedures. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

This job description is additional to the basic duties outlined in contracts and reflects the policies agreed by the Governing Body. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed.....  
Postholder

Date.....

Signed.....  
Principal

Date.....

## Person Specification - Premises and Facilities Manager

|                                                                                                                                                              | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Experience</b>                                                                                                                                            |           |           |
| Experience of managing site services in a school or similar establishment                                                                                    |           | x         |
| Experience of managing contractors or contracts                                                                                                              |           | x         |
| Experience of site maintenance competences (trades)                                                                                                          | x         |           |
| Experience of working as part of a team                                                                                                                      |           |           |
| <b>Skills</b>                                                                                                                                                |           |           |
| Experience of using Microsoft office and other IT packages                                                                                                   | x         |           |
| Excellent organisational skills                                                                                                                              |           | x         |
| Training and sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work |           | x         |
| Training in relevant H&S areas (asbestos, fire safety, etc.)                                                                                                 |           | x         |
| <b>Ability</b>                                                                                                                                               |           |           |
| Ability to undertake and complete risk assessments                                                                                                           | x         |           |
| Able to communicate verbally and in writing with all school stakeholders                                                                                     | x         |           |
| Ability to direct the work of others as appropriate                                                                                                          | x         |           |
| Ability to maintain confidentiality at all times                                                                                                             | x         |           |
| Ability to manage own work load effectively                                                                                                                  | x         |           |
| Ability to respond swiftly and effectively to the unexpected, and to remain calm and professional at all times                                               | x         |           |
| <b>Knowledge</b>                                                                                                                                             |           |           |
| Knowledge of Health and Safety Legislation                                                                                                                   | x         |           |
| Knowledge of Equal Opportunities                                                                                                                             | x         |           |
| Knowledge of safeguarding legislation and practice within schools                                                                                            |           | x         |