



St Mary's C of E (Aided) Primary School, Link Lane, Pulborough, RH20 2AN

### **Premises Officer – to start July/September 2024**

Salary: Grade 5 – 7 : £24,294 (pro rata)

Contracted hours: 25 hours per week, term time only, plus 5 inset days, plus 5 days (with the potential for overtime). Hours per week can be negotiated for the right candidate.

Applications are invited from caring, enthusiastic, well-motivated and suitably qualified, flexible and reliable people to take responsibility for and pride in maintenance and upkeep of our primary school.

The successful applicant will ideally possess a range of building management, maintenance, D.I.Y, supporting pool operations (seasonal), caretaking and gardening skills, (training is available, particularly for the pool).

As Premises Officer, you will ensure that the school environment is maintained to a satisfactory standard and your aim will be to deliver a quality service in a school where high standards are set and expected, together with the ability to supervise and work alongside cleaning staff. Personal qualities will include versatility, tact, commitment and initiative.

St Mary's C of E (Aided) Primary School will offer opportunities for overtime for occasional opening up for lettings and larger maintenance projects, such as painting classrooms and school work parties.

Interviews may take place before the closing date if enough applications are received.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share the commitment. DBS Disclosures at enhanced level will be required prior to any offer of employment, references will be taken up.

Visits to our school are most welcome.

To visit the school or request further information please email:

[sbm@stmarysprimarypulborough.co.uk](mailto:sbm@stmarysprimarypulborough.co.uk)

Closing date: Thursday 27<sup>th</sup> June 2024

Interviews: Tuesday 2<sup>nd</sup> July 2024