



JOB VACANCY - PREMISES OFFICER

Start Date:	February 2018 / As soon as possible
Position:	Permanent – 37 hours per week. There is a possibility of job share.
Hours of Work:	Monday to Friday with hours to be agreed (On occasion, hours of work may be changed subject to the needs of the school so a flexible working approach would be required)
Salary:	Between £16,781 to £18,746 + pension depending on experience
Annual Leave:	23 days per year, pro rata

St. Peter's CE (Aided) Primary School, Henfield are looking for an outstanding Premises Officer to be responsible for maintaining the school environment to a high standard and ensuring health & safety, fire and safeguarding regulations are adhered to. The post holder will be responsible for attending out of hours emergencies.

We are a two form entry CofE Primary school. The school's admission number is 60 children and we currently have 380 on roll with 14 classes. We are a popular school that prides itself on our own sense of community, as well as being part of a vibrant village. St. Peter's is the only primary school in the immediate locality and draws children from Henfield and the surrounding areas. We are regarded as an important part of Henfield and value the close links we have.

The successful candidate will ideally be physically fit, flexible and well-organised with a good standard of 'hands on' practical maintenance skills. The post will involve some manual handling.

We are looking for someone who:

- o Is hard working, self-motivated and pro-active;
- o Can use their own initiative and be flexible, versatile and solutions focused;
- o Has a strong work ethic and time management skills;
- o Is able to build positive relationships with staff, pupils and parents;
- o Is robust and can deal with high expectations and demands being placed on them;
- o Possesses a range of building maintenance, D.I.Y., caretaking skills;
- o Is enthusiastic about maintaining and developing the school;
- o Has communication skills;

In return, we will offer:

- o Training in all areas relating to facilities and buildings service
- o A supportive and friendly staff team
- o A competitive grade to recruit strong candidates
- o An opportunity to join the Local Government Pension Scheme

Visits to the school are warmly welcomed - please contact Alice, our School Office Manager on 01273 492447 or via email: office@stpetershenfield.org.uk. Application forms are available through the West Sussex Service for Schools website, or by emailing Alice on the contact details above.

The closing date for the position is Monday 19th February, 9.00am with interviews taking place on Friday 23rd February.

Please note that St. Peter's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS.