



## **PREMISES OFFICER**

### **South Bersted CE Primary School**

Applications are invited from enthusiastic, caring, well motivated and suitably qualified persons for the post of Premises Officer for 25 hours per week. This post would be for five hours per day arranged as a split shift to include unlocking in the morning and securing the premises at the end of the day.

**Hours: 25 per week (Monday – Friday)**

**Hours of work: 07.30 – 9.30 and 15.00 – 18.00**

**Grade: West Sussex Grade 4, point 5**

**Salary: £18,795 pro rata**

**Hourly rate £9.74**

Hours of duty may have to be varied from time to time, to meet the needs of the school. The nature of the role requires the Premises Officer to be on call as required. Overtime is by arrangement and consent of the Headteacher.

The successful applicant will possess a range of building management, maintenance, D.I.Y., caretaking and gardening skills, together with the ability to supervise and work alongside cleaning staff. 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. Personal qualities will include: versatility, tact, commitment and initiative. This is an ideal opportunity for you to share in the life of this friendly and caring school.

We would also consider offering this role alongside the post of Gardener, currently advertised at Grade 1, Point 1 (£17,364 / £9.00), seven hours per week, all year round.

South Bersted C of E Primary School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to observe this commitment. All posts are subject to an enhanced DBS check. West Sussex is an equal opportunities employer.

Further details and an application form can be obtained from:

South Bersted CE Primary School

Closing date: **9am, 11<sup>th</sup> September 2019**

Interviews: **16<sup>th</sup> September 2019**

Start date: **21<sup>st</sup> October 2019**