



Sparkenhoe
COMMUNITY PRIMARY SCHOOL



Premises Officer Level 1 Training Opportunity

Our very popular, multi-ethnic, inner city primary school requires an energetic Level 1 Premises Officer to assist the Site Manager and our other Premises Officer with the operational management responsibilities for the maintenance, security, health & safety and general administration of the school sites, its grounds, buildings, facilities and equipment, ensuring it operates efficiently and effectively.

The start date is August 2024 if possible, or sooner depending on availability.

We are a large school, with three separate buildings. You will be working with a multi-skilled team of colleagues who have a genuine passion for working with children and for making sure the buildings and facilities are of the highest standard for the children, staff and community.

You will have full training in order to develop your skills, leading to having responsibility for maintaining the security, safety, condition and cleanliness of the school sites, including carrying out routine day-to-day cleaning duties as required.

The successful candidate will undergo on-site training as a Level 1 Premises Officer. Following successful completion, there will be the opportunity to progress to a Level 2 Premises Officer.

You will work 37 hours per week, 52 weeks a year, which will be worked on a shift basis during term time. Holiday entitlement is 4 weeks and Bank Holidays, increasing to 5 weeks after 5 years. Holidays to be taken over the year during school holidays.

The shift pattern is:

07:00 – 10:30 and 14:00 – 18:00 on Monday to Thursday.

07:00 – 10:00 and 14:00 – 18:00 on Friday

Salary: £22, 737

No school experience is required, we will consider applications from any candidates with appropriate skills. This is an ideal opportunity for an individual who is seeking a career change or an individual starting out on their career path.

The successful candidate will:

- Be an honest, reliable, enthusiastic person.
- Be friendly, approachable and helpful.
- Be patient and able to relate to young children.
- Have an interest in all aspects of premises and their upkeep.
- Be willing to learn, take advice and be open to training opportunities.
- Understand the importance of all aspects of health and safety.
- Have skills in DIY and maintenance.
- Be able to manage their own workload.
- Be able to keep accurate records, including the use of IT systems.
- Contribute to providing a safe working environment for all members of our school community.

Key responsibilities (Full training will be given for all key responsibilities)

- Key holder (this involves being available for call outs at certain times).
- Locking and unlocking buildings and securing the school sites.
- General repairs and maintenance.
- Grounds maintenance.
- Compliance checks.
- Cleaning duties.
- Moving stock between sites.
- Setting up spaces for school events.

Sparkenhoe is proud to be part of the Attenborough Learning Trust. We are committed to providing our staff with high-quality professional learning throughout their career. We place a high priority on the development of our people. Working for Attenborough Learning Trust, means you will have the opportunity to work alongside excellent practitioners and observe and share practice on a regular basis. Why not come and see for yourself? We would love to welcome you to our school and the trust so you can better understand our school community.

If you are interested in applying for this position, please contact the school office on 0116 2512 686 or email thassall@attenboroughlearningtrust.org.uk to arrange a visit before applying to make sure you have a full understanding of the role.

Closing Date: Thursday 20th June

Interviews to be held: Week beginning 1st July