St Matthew's
Church of England Primary School

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Job Advert - Premises Assistant

We are looking for a proactive, professional and personable Premises Assistant who takes pride in their work and pays close attention to detail, helping to ensure our school's buildings, grounds and facilities are maintained to the highest standards.

Start date:	1st January 2027 or as soon as possible
Closing date:	4th December 2026 at 12 Noon
Interview date:	Applications will be reviewed as they are received. Applicants are encouraged to apply as soon as possible, as the vacancy may close once a suitable appointment has been made. **Week of 7th December 2026**
Contract:	27.5 hrs per week (11:30-17:00) / 39 wks per annum (term-time) *This role primarily involves afternoon hours, with some flexibility; if you wish to request alternative hours, please do contact us to discuss or indicate this in your application.*
Salary:	Surrey Pay 3 (FTE: £24,330 / Actual salary: £15,989)

At St Matthew's Church of England Primary, we are proud of our diverse and inclusive school where in all we do we aim **high**, **encourage** and **have faith**. St Matthew's is a two-form entry school with its own nursery class and special needs support centre.

At St Matthew's:

- We are committed to high quality education and excellent professional development opportunities for all our staff
- We have a resilient staff team from a wide range of backgrounds and experiences who work closely together to secure the best outcomes for our children

The successful applicant will:

- Have practical maintenance, caretaking or facilities experience
- Be reliable, flexible and able to work both independently and as part of a team
- Demonstrate excellent attention to detail and a strong work ethic

If interested in joining our hard-working team, we can offer you:

- A well-resourced school set in extensive grounds
- A school which takes pride in maintaining a safe, welcoming and well-kept school environment
- Support and development from the SDBE MAT including a generous staff benefits scheme

Thank you for your interest in this vacancy. We would be delighted to hear from you, arrange a visit to show you around our school, or simply have an informal discussion.

Applicants are expected to be sympathetic to the Christian ethos of the school.
St Matthew's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
All appointments are subject to a satisfactory enhanced DBS check and references.

Job Description - Premises Assistant

Job Purpose	To support the safe, efficient and effective management of the school's premises and grounds, including maintenance, gardening and site security, ensuring all tasks are completed to a high standard and within agreed timeframes. Contribute to a positive and productive working environment by collaborating with colleagues and taking pride in maintaining a clean, secure and welcoming school site. Assist in implementing improvements to maintenance practices and site procedures to enhance safety, sustainability and the overall condition of the school's facilities. Ensure all interactions with pupils, staff, visitors and contractors reflect professionalism and care, promoting a culture of safety, respect and excellent service throughout the school environment.
To whom the post holder reports	The post holder reports to the Premises Manager. *The premises function is overseen by the SBM, while overall responsibility for all staff rests with the Headteacher*
Duties and responsibilities	**Key Duties** • Promote a safe, clean, and welcoming environment for pupils, staff, visitors, and contractors • Carry out routine maintenance and repairs to school buildings, fixtures, furniture, and equipment • Maintain school grounds, including gardening, landscaping, planting, and flower bed maintenance, advising on plant care to ensure grounds look their best at all times • Perform general caretaking duties, including cleaning, emptying bins, attending to spillages, and ensuring toilets are stocked and hygienic • Ensure site security, including opening and locking buildings where required, monitoring access, and reporting any breaches • Under the direction of the Premises Manager, assist with regular maintenance and health & safety checks, and maintain accurate records of all work, inspections, and safety procedures • Coordinate with contractors and suppliers for specialist maintenance, repairs, and improvements • Support the setup of rooms, furniture, and equipment for events, assemblies, and school activities • Respond promptly to urgent maintenance issues or emergencies • Assist with waste management, recycling, and the upkeep of storage areas

	• In conjunction with the Premises Manager, monitor and maintain equipment, tools, and consumable stock for premises tasks/caretaking duties • Advise the Premises Manager on maintenance priorities, potential improvements, and cost-effective solutions
Undertake any other reasonable duties, as directed by the Premises Manager, School Business Manager, or Headteacher, that are commensurate with the role and support the effective operation of the school and its administrative functions.	

Person Specification - Premises Assistant

	Essential qualities	Desirable qualities
Qualifications and Training	• A minimum of GCSE passes (or equivalent or higher) in English and Maths is required • Dedication to professional development to support with the role	• A recognised professional qualification in Building Maintenance, Facilities Management, or Groundskeeping • CPD or training related to Health & Safety (training will be provided) • Full clean driving licence
Experience, Knowledge and Skills	• Good communication skills with staff, pupils, contractors, and visitors • Excellent attention to detail and pride in the quality of work • Knowledge of basic building maintenance, repairs, and general facilities management • Physically fit - Ability to lift, carry, and move equipment safely • Experience in grounds maintenance, gardening, or landscaping • Knowledge of basic health and safety regulations, risk assessments, and safe working practices • Practical skills in minor maintenance, repairs, and use of tools or machinery • Experience in hall/room setup, portering, or general site support • Flexibility and adaptability to respond to urgent site issues or	• Experience of working in a primary school, or education sector • Experience in managing contractors • Competence in monitoring and reporting on maintenance work, inspections, and safety compliance

	changing priorities • Problem-solving skills for minor building or grounds issues • Ability to plan and prioritise routine and reactive maintenance tasks	
Personal attributes	• Be able to fully respect and engage in the Christian life; promoting the Christian ethos by encouraging and building one another up in a spirit of community and faith • Be proactive, self-motivated and hard working • Be patient, courteous and calm • Be professional, punctual and dependable • Act with honesty and integrity • Be personable, welcoming and approachable • Be a good team member • Display energy, enthusiasm, adaptability and a sense of humour • Be confident and decisive where necessary • Have an affinity with children • Understand and warmly welcome the diverse backgrounds of all pupils, families, and visitors, promoting an inclusive and respectful school environment • Show good attention to detail; be thorough and accurate	
We reserve the right to close this vacancy early if we receive suitable applications. If you are interested in working with us, please apply without delay.		

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