

Bellwood Site
Ivydale Road
Nunhead
London
SE15 3BU

Inverton Site
Inverton Road
Nunhead
London
SE15 3DD



Ivydale
Primary School & Nursery

tel:- 020 7639 2702

email:- office@ivydale.southwark.sch.uk

www.ivydaleschool.co.uk

Executive Headteacher: Claire Purcell

Head of School: Judith Lambert

Premises Assistant

Grade 2, Spine Points 3-4

£31,224 - £31,668 Full Time Equivalent

Flexible working hours to suit the right candidate

Min 24 hours per week – depending on availability and experience, all year round

Fixed-Term Contract for 12 Months

Required to start week commencing Monday 30 November 2026

Are you practical, reliable and enjoy working in a hands-on role?

Ivydale Primary School & Children's Centre has a well-deserved reputation for being a creative, friendly and dynamic school community. We are seeking a dedicated and enthusiastic **Premises Assistant** to join our hardworking premises team and help ensure our school sites remain safe, secure, well-maintained and welcoming for pupils, staff and visitors.

Ivydale Primary School is a successful and inclusive school serving the local community across two sites in Nunhead. We pride ourselves on our welcoming atmosphere, commitment to excellence and strong team ethos. This is an exciting opportunity to join a dedicated premises team that plays a vital role in supporting the education and wellbeing of our children. As part of the school's future estate plans, the successful candidate will initially work across multiple sites before returning to a single school site from September 2027.

The Role

Working across our school sites, you will play a key role in supporting the day-to-day operation of the premises and ensuring a safe learning environment for our children.

Typical duties include:

- Opening and securing school buildings and grounds
- Carrying out routine security and site checks
- Monitoring alarms, lighting, heating and other building systems
- Undertaking basic maintenance, repairs and decorating tasks
- Supporting health and safety compliance across the school
- Setting up rooms and moving furniture and equipment as required
- Receiving deliveries and assisting with stock control
- Maintaining high standards of cleanliness and presentation across the site
- Supporting school events, contractors and lettings when required.

We Are Looking For Someone Who:

- Is practical, proactive and takes pride in their work

- Has experience of caretaking, maintenance, premises or building work, or is eager to learn and develop new skills in a school premises environment
- Has a good understanding of health and safety responsibilities, or a willingness to undertake training
- Can work independently and as part of a team
- Has good communication and organisational skills
- Is flexible, dependable and committed to maintaining a safe and welcoming environment for all.

What We Can Offer

- A friendly and supportive staff team
- Opportunities for training and professional development
- A welcoming and diverse school community
- The opportunity to make a real difference to the daily life of the school and its pupils
- Potential opportunities for progression and increased working hours in the future as the needs of the school develop, including the possibility of longer-term opportunities within the premises team.

Visits to the school are warmly welcomed. For an informal discussion about the role or to arrange a visit, please contact the school office on **020 7639 2702** or email office@ivydale.southwark.sch.uk

How to Apply

Application forms and further details are available from the school website or by contacting the school office.

Completed application forms can be submitted by email to office@ivydale.southwark.sch.uk or handed in to the school office.

Closing Date: Friday 30th October 2026

Interview Date: Wednesday 4th November 2026

Safeguarding Statement

Ivydale Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check, satisfactory references and all other pre-employment checks.

Equal Opportunities Statement

Ivydale Primary School is committed to equality of opportunity and welcomes applications from all suitably qualified candidates regardless of age, disability, gender identity, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation.