

Premises Assistant

Role: Premises Assistant

Contract Type: Full-Time, Permanent / Part-Time (12 hours a week), Permanent

Location: Greenwich, London (Dual Campus: Randall Place & Royal Hill)

Salary: Scale 4 / Scale 3

Start Date: Immediate (where possible)

About the Role:

Do you take genuine pride in your work and love seeing a job well done? Are you looking for a practical, varied role where your efforts directly impact hundreds of children every single day? We are looking for a motivated and proactive **Premises Assistant** to join our hard-working site team.

Working across both of our school campuses under the direction of our Premises Leader, you will support the day-to-day running of the school site. This is a highly varied, physical role where no two days are the same. Your responsibilities will range from routine DIY repairs (painting, putting up shelves, fixing hooks) and receiving deliveries, to playground upkeep, opening/locking up the buildings, and handling emergency cleaning or seasonal gritting.

What we are looking for:

- A practical "can-do" attitude and a team-player mindset.
- Handy DIY skills, including basic carpentry, plumbing, decoration, or gardening.
- The ability to work independently when given a task, managing your time safely and effectively.
- Excellent communication skills when interacting with staff, parents, visitors, and pupils.
- A willingness to work flexible split shifts and a deep commitment to keeping children safe.

Key Dates:

- **Closing Date for Applications:** Tuesday 30th June 2026
- **Interview Date:** Friday 3rd July 2026