

PREMISES OFFICER

Scale 3, points 12-18

£30,026 - £33,270 per annum

37 hours per week, all year round

6 weeks annual leave plus bank holidays

Shift system in operation

Start date: October 2026



Join a Team that Makes a Difference

Rutland and District Schools' Federation is seeking a dedicated and proactive Premises Officer to join our highly regarded Facilities Management team.

Based in Oakham and working across Catmose College, Catmose Primary and Harington School, this varied and rewarding role is ideal for someone who takes pride in maintaining safe, welcoming and well-presented environments where young people can thrive.

Whether you come from a facilities, maintenance, estates, building services or military background, this is an excellent opportunity to join a supportive organisation that invests in its staff and offers genuine opportunities for professional development and career progression.

About the Role

As a Premises Officer, you will play a key role in ensuring all Federation sites remain safe, secure, clean and fully operational. Working alongside an experienced Facilities Management team, you will contribute to the day-to-day management and upkeep of our outstanding school environments.

No two days are the same, and the role offers a wide variety of practical responsibilities across our sites.

Why Work with Us?

We pride ourselves on creating a positive, supportive workplace where colleagues are valued and encouraged to develop professionally.

In addition to a competitive salary, we offer:

- Excellent opportunities for training, development and career progression
- Membership of the highly regarded Local Government Pension Scheme
- Outstanding facilities and working environments
- Opportunities to support extracurricular activities and educational visits
- Subsidised restaurant, refectory and orangery facilities
- Complimentary lunch on staff training days
- Cycle-to-Work salary sacrifice scheme
- An on-site gym for staff use
- Free on-site parking
- A welcoming and supportive team culture

We are committed to being an inclusive employer and welcome applications from candidates seeking a range of flexible working arrangements.

Shift Pattern

The shift system operates on a four-week term-time cycle:

Shift	Hours
Catmose College Early shift	Monday – Friday 6am to 2pm
Catmose College Late shift	Monday – Friday 2pm to 10pm
Catmose Primary Shift	Monday – Friday 6.30am to 2.30pm
Harington School Shift	Monday – Friday 10am to 6pm

If you have any questions regarding the role, please contact Simon Mellors, Operations Director, via email smellors@catmosecollege.com

HOW TO APPLY

Application forms and information are available online at www.rutlandfederation.com or by emailing office@rutlandfederation.com

- You should write a letter of application on no more than 2 sides of A4.
- You should complete all sections of the application form.
- On the form clearly state the names, addresses, telephone numbers and e-mail addresses of two professional referees; it is our usual practice to ask for references before shortlisting and always to ask for references before interviews.
- It is a condition of employment that you can provide proof of identity and qualifications gained.
- Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.
- Further information is within our Staff Recruitment Policy which can be found online at www.rutlandfederation.com/policies

Please note that due to the high number of applications we receive for positions, your application is unlikely to be considered if you do not follow these requirements. CVs are not accepted. The closing date is 9am on Monday 21 September 2026. You should send your application to Stuart Williams, Executive Principal, Catmose College, Huntsmans Drive, Oakham, Rutland, LE15 6RP. Applications can also be emailed to office@rutlandfederation.com

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at www.rutlandfederation.com/policies

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.