



Premises Officer

September 2026 - Full Time

(Job Share/Part Time Considered)

LGPS Scale 3: from £25,989 per annum (pending 2026 pay award)

37 Hours per week (flexible am/pm shifts including some Saturdays on a shared rota basis)

Annual Leave: 25 days + 8 Bank Holidays

Are you a practical, solution focussed team player with a can do attitude and the ability to turn your hand to any task?

We are seeking a highly practical, motivated and reliable individual to join our busy Premises Team. Responsible for helping to maintain and develop our school premises, we are looking for a trustworthy and capable individual to add to the team's expertise. While experience in premises management is a plus, we value character and a willingness to learn above all else. Full training will be provided for the right candidate who has a natural flair for practical tasks.

Honywood is a place where staff and learners are curious, creative and collaborative. Solution focussed and adaptable, our staff find a way, no matter what the obstacles. Our Premises Officer will enjoy providing a maintenance service to the school and either already have or be willing to learn a variety of practical maintenance skills and facilities management. They will be self-motivated, trustworthy, and willing to go the extra mile, with the ability to undertake tasks in all aspects of maintenance, cleaning, health and safety and security.

As a member of the Premises team, you will communicate effectively and be a strong team player, with the ability to learn on the job and work without supervision. Good knowledge of Health and Safety and Safeguarding children is desirable, but training will be given.

At Honywood we value the personal attributes of hard work, positivity, respect and kindness, and we are looking for someone who can model these.

We offer:

- **Work-Life Balance:** Family-friendly policies that respect your life outside of work
- **Wellbeing Support:** Access to Counselling, CBT, Coaching, Online GP Services and Annual Flu Vaccinations
- **Growth:** Excellent induction and ongoing development
- **Benefits:** Local Government Pension Scheme, Staff Discounts and Cycle to Work Scheme
- **Community:** An inclusive environment where every member of the school community is valued.

You will need to demonstrate the following qualities/skills:

- Well organised with an attention to detail
- Takes pride in maintaining a high quality environment
- Good knowledge of Health and Safety regulations
- Flexible, self-motivated and self-directed
- Able to work effectively with others
- Calm under pressure
- Practical and methodical approach to solving problems
- Ability to learn quickly and retain information
- Clean drivers licence
- Flexibility to work additional hours and respond to emergency call outs (shared via a team rota)

Are you looking for your next role within our Honywood School community? Do you want to help us to provide the best possible facilities for our learners and staff? Are you dedicated to developing yourself and creating a distinctive and inclusive culture? If this sounds like a role that you would like to make your own, we would be delighted to hear from you.

Join a team where your practical skills and work ethic directly contribute to the quality of our school environment!

Whilst we are ideally looking for an experienced Premises Officer, we are willing to provide training to the right person, should they already demonstrate relevant practical skills and a 'can-do' attitude. These might have been gained through property maintenance, creative projects or technical hobbies. We are looking for someone whose own values align with our inclusive culture; someone who understands our core values; someone who respects and embraces the individuality of every member of our school community and who truly believes in teamwork.

We believe that diverse teams are stronger teams. We know that diversity is valuable in fostering social cohesion and supporting children to grow and develop in an environment of visible, diverse role models. We remain committed to building an inclusive environment and strongly encourage applications from candidates from underrepresented groups. If you feel you meet the above criteria and are looking for your next challenge, we'd love to hear from you. If you have a disability, health condition or are neurodivergent and may benefit from some adjustments and support during the recruitment process, please let us know. We will always look to work with you to minimise any barriers.

Honywood School is committed to safeguarding children and safer recruitment processes are always robustly followed. The successful candidate's appointment will be subject to robust safer recruitment checks and satisfactory completion of an enhanced DBS check. This role is exempt from the Rehabilitation of Offenders Act 1974 and all shortlisted applicants will be required to complete a Self Declaration form in line with relevant guidance.

For further information and to download an application form, please visit our website at www.honywoodschool.com. To organise a pre-application visit or request a paper application form, email recruitment@honywoodschool.com or Telephone: 01376 564707

Please note that CVs will not be accepted, unless accompanied by an application form.

We reserve the right to close this advert sooner, should we receive a large number of applications.

Closing date for applications: 9.00 am on 29th June 2026

Interviews to be held on 2nd July 2026