



Southwark Park Primary School

Headteacher: Mr Carl Vernalls
Deputy Headteacher: Mr Andrew Sinko

Position:	Premises Officer
Contract:	36 hours per week (Mon to Fri, 10:15 to 18:30), All Year Round
Start Date:	ASAP
NJC Pay Grade:	Grade 4 (Spine point 4 -9)
Salary:	£29,703 - £31,884

Southwark Park School is a fully inclusive two-form entry primary school in Bermondsey, South East London. Our latest Ofsted rating is *Good* with a grading of *Outstanding* in Personal Development. We believe very strongly that when children leave our school they should be confident, kind and tolerant individuals who have achieved their full potential academically and retain a love of and excitement in learning.

We are looking for someone who can:

- Undertake minor repairs work, maintenance tasks, painting, decorating and small DIY projects
- Undertake the daily running and upkeep of systems e.g. security, fire alarms, heating
- Manage external contractors and maintenance staff and adhere to regular maintenance schedules
- Implement site Health & Safety and Fire strategies, ensuring that policies and procedures are put into practice
- Liaise and communicate with cleaning contractors
- Open/close the building at the start/end of the day
- Carry out daily health and safety checks at various times of the day

The ideal candidate should:

- Be IT literate or keen to develop IT skills
- Have experience and training in one or more of; plumbing, electrical maintenance, general building maintenance or extensive DIY skills and is willing to learn further skills.
- Have the ability to manage paperwork and maintenance schedules
- Understand how to manage Health and Safety for a site

School/College leavers are welcome to apply. Training can be provided for the right candidate.

To apply, please visit the careers section of our website and download an application pack:

<https://www.southwarkparkschool.co.uk/Careers-at-SPPS/>

Application Deadline: 25 February 2025 at 12 noon

Interview Date: 28 February 2025

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful applicant.



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