



Job Advert – Premises Officer

We are looking for a proactive, professional and personable Premises Officer who takes pride in their work and pays close attention to detail, helping to ensure our school's buildings, grounds and facilities are maintained to the highest standards.

Start date:	ASAP
Closing date:	Wednesday, 26 th November 2025
Interview date:	W/C 1 st December 2025
Contract:	27.5 hrs per week (11:30-17:00) / 39 wks per annum (term-time) <i>This role primarily involves afternoon hours, with some flexibility; if you wish to request alternative hours, please do contact us to discuss or indicate this in your application.</i>
Salary:	Surrey Pay 3 (FTE: £24,330 / Actual salary: £15,989)

At St Matthew's Church of England Primary, we are proud of our diverse and inclusive school where in all we do we aim **high, encourage** and **have faith**. St Matthew's is a two-form entry school with its own nursery class and special needs support centre.

At St Matthew's:

- We are committed to high quality education and excellent professional development opportunities for all our staff
- We have a resilient staff team from a wide range of backgrounds and experiences who work closely together to secure the best outcomes for our children

The successful applicant will:

- Have practical maintenance, caretaking or facilities experience
- Be reliable, flexible and able to work both independently and as part of a team
- Demonstrate excellent attention to detail and a strong work ethic

If interested in joining our hard-working team, we can offer you:

- A well-resourced school set in extensive grounds
- A school which takes pride in maintaining a safe, welcoming and well-kept school environment
- Support and development from the SDBE MAT including a generous staff benefits scheme

Thank you for your interest in this vacancy. We would be delighted to hear from you, arrange a visit to show you around our school, or simply have an informal discussion.

Applicants are expected to be sympathetic to the Christian ethos of the school.
St Matthew's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
All appointments are subject to a satisfactory enhanced DBS check and references.

