

The Governing Body of Annecy Catholic Primary School is looking to employ a flexible, reliable, enthusiastic and hardworking person to join our team as a **Premises Officer** to undertake a wide range of duties and responsibilities connected with the fabric and grounds of the school.

This includes security, cleanliness, portering, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Bursar/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

A good understanding of cleaning chemicals and equipment is desirable, as well as previous experience of working within a school.

Therefore, if you think you would make an excellent Premises Officer and would enjoy the challenge of performing this key role in our school and you have the relevant skills, we encourage you to apply for this post.

Applicants will be required to complete all necessary written work involved in this position. Employment will be subject to satisfactory Enhanced DBS clearances including the Disqualification under the Childcare Act. We are committed to safeguarding the welfare of children and expect all staff to share this commitment.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory references, health checks and DBS clearance.

Closing Date: Thursday 23rd May at noon

Interviews: Date to be confirmed

Application must be submitted on the CES application form. An application pack can be downloaded from our website: annecy.org.uk

30 hours per week

Grade 5-7 £24294 - £27334 starting salary (pro rata for hours & term time only)

Part time/Permanent