



Vacancy Premises Officer

Would you, or someone you know, like to work part time and be part of our school community?

We would like to appoint a conscientious, dedicated Premises Officer to join our school team. We are looking for a practical and well-motivated person who can work on his or her own initiative.

As Premises Officer, you will ensure that the school environment is cared for and maintained to a high standard. Your personal qualities will include versatility, good communication skills, and a commitment to the role.

We are a fantastic school to work in, with supportive staff and friendly children. We think that you will find that we have something a bit special, a 'family atmosphere' that comes from being a small school.

The successful applicant will;

- Possess some appropriate skills such as; building management, maintenance, D.I.Y., caretaking and gardening
- Be able to learn new skills appropriate to the role
- Have the ability to maintain accurate records (both written and computerised) for premises and health and safety compliance
- Be flexible to meet the needs of the school

Training will be provided as required for the successful candidate.

Location: West Green Primary School, West Green, Crawley, RH11 7EL

Grade: 5 point 7 £20,444 plus Crawley Weighting allowance £561.00 per annum, pro rata for hours worked (approx. £10.60 per hour)

Hours: 20 per week, Monday to Friday, 52 weeks a year with 23 days paid annual leave

Working hours to be agreed with the successful candidate

Consideration would be given to options of:

Just mornings 7am to 11am

or

Just afternoons 3pm to 7pm

or

Split shift 7am to 9am and 4pm to 6pm

Please see our application pack for full details of hours, salary and full job description.

If you are interested, please contact the school office on 01293 526679 to arrange a tour.

To apply – please complete the application form and email to:

sbm@westgreenprimary.com

or post to

Headteacher, West Green Primary School, West Green Drive, Crawley, West Sussex,
RH11 7EL

Timescale

Closing date: 28th October 2022

Interviews: Early November 2022 (or earlier if suitable applications are received)

Should you have any queries or wish to have an informal discussion about this post, please contact Annette Tomsett, Business Manager by email
sbm@westgreenprimary.com

West Green Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment.

This appointment will be subject to the school receiving satisfactory references.

The post is subject to an enhanced disclosure and barring (DBS) check in line with the school's policy towards safeguarding and promoting the welfare of children.

West Green is committed to equal opportunities; we welcome applications regardless of ability, age, gender, ethnicity, sexual orientation or religion.