

## **The Role**

### **Premises Officer - Required for September 2024**

**Job type:** Full Time, 35 hours per week, All Year Round

**Contract Type:** Permanent

The Fairlawn and Haseltine Primary Schools Federation is looking to appoint an efficient, flexible, friendly and reliable person to take on the role of Premises Officer, starting Autumn 2024, to help keep our school sites safe and looking great.

Although you will be designated to work in a particular school within the Federation, the contract will be federated. Therefore, you will be expected to work across the federation when required.

Hours: 35 per week (7am – 6.30pm).

The hours worked will primarily be on a split shift basis. Flexibility, will be needed as there may be a requirement to work a full day or cover the 5.30am opening in the absence of the premises assistant.

## **Location:**

**Haseltine Primary School  
Haseltine Road  
Lower Sydenham  
SE26 5AD**

**Tel No: 020 8778 6536**

## **What we are looking for:**

The Premises Officer plays a key role in making things happen and should be able to work in partnership with our whole staff team to ensure the smooth running of our sites.

The successful candidate must -

- Have good DIY skills and be willing to roll up their sleeves and get their hands dirty, if necessary.
- Be enthusiastic
- Have great communication skills both written and verbally
- Have time management skills.
- Lead by example and lead with the highest professional standards and expectations.

Duties will include a range of routine maintenance repairs, risk assessments, record keeping and other related jobs as necessary. You will be required to ensure the security and safety of the school premises' and grounds and be a key holder for the Federation. You will be required to work some evenings and weekends.

You must have a working knowledge of Health and Safety and be willing to undertake training.

Other necessary qualities include confidentiality, efficiency, being able to work under your own initiative and under pressure, and a willingness to contribute to the continued improvement of our schools. You must also be able to relate well to children.

### **Salary details**

Scale 6 Spine points 18 – 19 (£34,770 - £35,862)

All Year Round (Annual Leave can be taken during term time by arrangement with the Executive Business Director)

### **Further information**

Visits to the school are encouraged. Please call to arrange a convenient day and time.

Application packs are available on our websites  
<https://www.haseltine.lewisham.sch.uk> or <https://www.fairlawn.lewisham.sch.uk/>

If you would like to find out more about this post, please email  
[vacancies@fhfederation.lewisham.sch.uk](mailto:vacancies@fhfederation.lewisham.sch.uk)

**PLEASE NOTE:** CVs will not be accepted. Applications can be emailed to Mrs. R Clarke (Executive Business Director) at [vacancies@fhfederation.lewisham.sch.uk](mailto:vacancies@fhfederation.lewisham.sch.uk)

We look forward to receiving your completed application form. We regret we are only able to contact shortlisted applicants.

### **Safeguarding Statement**

The Fairlawn and Haseltine Primary Schools' Federation is fully committed to safeguarding and promoting the welfare of children and young people. We are exempt from the Rehabilitation of Offenders Act 1974. Therefore, the successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) as well as qualifications and reference checks.

Original evidence of right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain.

### **Closing date**

Closing Date: Monday 15<sup>th</sup> July at Midday

Interview Date: Thursday 18<sup>th</sup> July 2024