

**WEST PARK C.E.PRIMARY SCHOOL
PREMISES OFFICER REQUIRED ALL YEAR ROUND – TO START AS
SOON AS POSSIBLE**



30 hpw 6.00 am to 12.30 pm

Salary: Grade 6 (£22,098 – £23,188 per annum pro rata)

Applications are invited from enthusiastic, caring and well motivated persons for the post of part time Premises Officer.

With effect from October 2025, the school is looking to appoint a new morning Premises Officer to work alongside a Premises Officer who will be working afternoon from 12.15 pm to 4.15 pm each day.

This will provide cover of a full time post on a part time basis. The post commences at 6.00 am where you will be required to open up the school and prepare for the school day. You will work through until 12.15 pm where you will liaise with the afternoon Premises Officer until 12.30 pm. Both Premises Officers will need to be prepared to cover for each other during holidays/absence. Full training and induction will be provided.

In addition to the above, the position will also involve the occasional unlocking/locking of the school for evening/weekend lettings, the time for which is claimed for separately.

The successful applicant will possess a range of building maintenance, D.I.Y. and caretaking skills across the entire range of their duties to ensure that the school environment is maintained to a satisfactory standard.

As part of our school team, your aim will be to deliver a quality service in our large, vibrant and friendly school where high standards are set and expected of its pupils and staff. West Park School is a large site of 29 classes and capacity for 840 pupils. We are looking to appoint a person who will welcome the challenges of keeping our school in good condition and well maintained during our times of development and beyond.

Personal qualities will include: versatility, tact, commitment and initiative.

West Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS Criminal Record Bureau check.

Interested applicants are encouraged to view the school. Please contact Mrs Claire Watkins, PA to the leadership team to arrange a tour.
01903 243099
E-mail: office@westparksch.co.uk

Closing date: 3rd November 2025

Interviews week commencing: w/c 3rd November 2025