

We are seeking to appoint: **Premises Officer**
Hay grade 5: **Spine Points 6 to 13, 36 hours per week**
Full Time Yearly Salary - **£23,850 to £27,024**

An exciting opportunity is offered within The Mayflower Federation for Premises Officer to join our premises team working for both Ilderton and Phoenix Primary School. This role requires someone who has handyman skills and has great time management.

If you have experience in the following, we would love to hear from you:

- ❖ Ensuring that all school sites are maintained in a safe, clean and secure condition as required, and undertaking such tasks as may be necessary for effective site management.
 - ❖ Carrying out basic cleaning, building maintenance and repairs including emergency
 - ❖ Carrying out daily, weekly, monthly tasks in the agreed time frame
 - ❖ Understanding your role and responsibility within the organisation's health and safety structure
 - ❖ Basic understanding of how fire, electrical, and mechanical system works
 - ❖ Keeping all grounds and buildings secure including acting as a key holder for locking up
 - ❖ Willing to undertake development courses and progress within the organisation
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- ❖ **Fantastic professional development & career enhancement opportunities as our Federation continues to develop and grow**
 - ❖ **The opportunity to contribute to the wider life of our federation providing a positive role model for pupils**
 - ❖ **Possibility of support towards achieving further qualifications and vocational training**
- ❖ **Exceptional working environment across each of our federation sites**
 - ❖ **Comprehensive training and professional development**
 - ❖ **The chance to develop and work as a really successful team**
 - ❖ **Great pupils & supportive parents**
 - ❖ **Good transport links and easy parking**

A full recruitment pack can be downloaded from the Mayflower Federation website <http://mayflowerfederation.org.uk/phoenix/vacancies/>

Please email your completed application form to: recruitment@mayflowerfederation.org.uk

Closing date: Will process applications as received.

Interview date: TBC

As part of Southwark's commitment to safeguarding and promoting the welfare of children and young people, all employees employed within schools are required to undergo an enhanced DBS check. Further details can be found on the Disclosure and Barring Services website <https://www.gov.uk/disclosure-barring-service-check>