



## St Mary's Catholic Primary School, Bognor Regis

The Governors of St Mary's Catholic Primary School are seeking to appoint for the following position from the 19<sup>th</sup> February 2018.

### PREMISES OFFICER

Commencing on Monday 19<sup>th</sup> February 2018 for 15 - 17.5 hours per week.

Salary Grade 5. Commencing at £17,772 per annum pro rata / £9.21 per hour.

We are looking for someone to help us look after our school, to work as a member of the whole staff team to ensure the children are provided with a safe, clean and attractive learning environment which will enhance their achievement and enjoyment.

There is also the potential for additional ad-hoc hours at St Philip Howard Catholic School in Barnham. These hours will be paid separately to the hours detailed above and will be discussed further with the successful applicant.

The role will include:

- Opening the school at 6.45 a.m. each morning for the breakfast club;
- Organising and carrying out of maintenance;
- Cleaning of office areas and the supervision of cleaning staff;
- Overseeing security, health and safety and energy conservation ;
- Supporting the Christian ethos of the school;
- Locking up the school site at the end of the day.

Please see job description for further information.

The successful applicant will have a range of practical and organisation skills commensurate with the role and will be able to form excellent professional working relationships with our team here.

St. Mary's Catholic Primary School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to relevant employment checks. All posts are subject to references and the completion of an Enhanced Criminal Records Bureau Check.

Application packs can be collected from Mrs. Brown at St. Mary's Catholic Primary School, Glamis Street, Bognor Regis, PO21 1DJ Tel: 01243 822287.

Closing date: Tuesday 30<sup>th</sup> January 2018 at 12 noon

Interviews: Monday 5<sup>th</sup> February 2018