



# St Catherine's Catholic Primary School

Highdown Drive, Littlehampton, West Sussex BN17 6HL

Tel: 01903 716039 Fax: 01903 722521

Website: [www.st-catherines.w-sussex.sch.uk](http://www.st-catherines.w-sussex.sch.uk)

Email: [office@st-catherines.w-sussex.sch.uk](mailto:office@st-catherines.w-sussex.sch.uk)

The Governors of St Catherine's Catholic Primary School are seeking to appoint for the following position:

## PREMISES OFFICER (PART-TIME)

GRADE: WS Grade 5

Hours: 17.5 per week - Monday to Friday - 7.30am to 11.00am (during term time and by agreement in the school holidays)

Salary: £20,444 - £20,852 pro rata (£9646 - £9837 actual)

We are looking for an enthusiastic Premises Officer to be responsible for, and take care of, our school and help provide pupils with the best environment to support their learning.

We are looking for someone who:

- is passionate about maintaining and developing our school premises
- is self-motivated, enthusiastic, reliable and hard working
- can be flexible and adaptable to meet the needs of the school
- is able to use their own initiative and work independently, as well as being committed to working as part of a team
- has good interpersonal and ICT skills
- has good organisational skills, with the ability to plan own workload and manage programmes of works
- possesses a range of building maintenance, DIY, caretaking and gardening skills
- has a willingness to undertake training in relation to compliance aspects of the role

The role will include:

- ensuring that the whole school environment is maintained to a high standard
- maintaining appropriate records in relation to the role
- responsibility for the security of the premises, and to be on call as required

St Catherine's Catholic Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff to share this commitment. We ensure that our recruitment and selection practice reflects this.

This post is subject to satisfactory Disclosure and Barring Service (DBS) check, 'Childcare Disqualification Regulations' and pre-employment medical check.

### Applications

Please contact Mrs Sandy Ward (School Business Manager) on 01903 716039 or by email ([office@st-catherines.w-sussex.sch.uk](mailto:office@st-catherines.w-sussex.sch.uk)) for an application pack. Visits to the School are welcome.

Closing Date: 15 June 2022

Interviews: 20 June 2022