**PREMISES OFFICER**

 **Grade 4, £24,790 per annum.**

**Actual salary £13,400 plus additional contractual supplement (£3,318)**

**20 hours per week, Monday - Friday (4 hours per day) to be negotiated at interview but will be between 3pm-10pm**

**Duty weekend (1 weekend in 4) and on call (alarm monitoring system)**

The Angmering School is a popular 11-18 semi-rural Comprehensive School set between the South Downs and the South Coast. The Angmering School, and particularly the Lavinia Norfolk Centre, have strength in meeting the diverse and inclusive needs of our students.

***‘Staff are enthusiastic about working at the school. They are also very positive about leaders’ attention to their well-being. Leaders are considerate of staff workload.’ – Ofsted report 2022***

**We can offer you:**

* A supportive and strong team, which recognises the importance of staff wellbeing
* Ongoing support with continuing professional development to enhance staff expertise
* A CPD programme that supports all staff

**The Premises Officer will:**

* Be a self-motivated and enthusiastic team player with strong maintenance abilities
* Preferably have had experience of working in a school, or similar environment, although this is not essential. DIY skills are essential
* Have good communication skills
* Have basic computer skills to include email
* Possess the necessary skills and enthusiasm to carry out the work in hand, to a good standard of safety, quantity and quality
* Have knowledge of Health & Safety legislation including Health & Safety at Work etc Act 1974, COSHH, Manual Handling and the Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings issued by the Department for Education
* Be a physically fit person that will be able to undertake the duties of the post
* Work as an effective and supportive team player, who is willing to work flexibly to meet the changing needs of our school

This is not intended to be an exhaustive list, but a guide to the main responsibilities of this post.

**Closing date: Midday on 28th January 2025**

**Interview date: Week commencing 3rd February 2025**

**Please see our website for an application form and further details.**

THE ANGMERING SCHOOL, STATION ROAD, West Sussex, BN16 4HH Tel. 01903 772351 Fax 01903 850752

e-mail recruitment@theangmeringschool.co.uk website  [www.angmeringschool.co.uk](http://www.angmeringschool.co.uk/)

The Angmering 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 a Criminal Records Check. **Only completion of all appropriate forms will be considered for short listing. In light of potentially high volume of applicants, you will only be contacted if successfully invited to interview.**