



THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust

Aldborough Road South, Seven Kings, Ilford, Essex, IG3 8EU

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www.tpc.academy

Email: office@tpc.academy

Headteacher: Mr P Downey

PREMISES OFFICER

LBR4, Spine point 7-10, £29,145-£30,429 FTE

36 hours per week, 52 weeks per annum

Start Date: January 2025

The Trustees are looking to appoint a conscientious, dedicated Premises Officer to join our academy team. We are looking for a practical and well-motivated person who can work on their own initiative.

Your role will ensure that the academy environment is cared for and maintained to a high standard. Your personal qualities will include versatility, good communication skills, and a commitment to the role.

This is a fantastic opportunity for an individual who takes pride in maintaining a safe, clean, and welcoming environment for students, staff, and visitors.

The Palmer Catholic Academy is a very successful over-subscribed 11-18 mixed, voluntary aided, comprehensive academy in the London Borough of Redbridge. Although a Catholic academy, we welcome applications from Catholic and non-Catholic applicants.

The Palmer Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and successful candidates will be required to complete a Disclosure and Barring Service Check. Shortlisted candidates will be subject to online social media checks.

Full details of the post and application forms are available on the academy's website at www.tpc.academy. **The closing date for completed applications is 12.00 noon on Tuesday 19th November 2024.** Completed application forms should be emailed to the Headteacher's PA, Mrs Bolton, at jbolton@tpc.academy.

Please note that we do not accept CVs or applications from agencies. Only shortlisted applicants will be contacted.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.