

## Fullwood Primary School is Recruiting

Fullwood Primary School is a 2 form of entry community Primary School in Barkingside Essex.

We are looking to employ a Premises Assistant to work alongside our Premises Officer to maintain our facilities to meet the needs of an outstanding school (Ofsted 2024).

### Premises Assistant

Grade LBR2 Scale Point 3 (£28,560.87)

Employed for: 36 hours per week/52 weeks per year.

Hours: Shifts to be negotiated, some evening & weekend lettings cover (shared cover)

### Purpose of job

To support the Premises Officer and contribute as a team member towards providing an effective and efficient site support service, thus enhancing the standards of teaching and learning within the school.

The Site Team is responsible for the day-to-day operational management, safety, and security of the school site. The Site Team is responsible for ensuring that the school is a well-maintained, safe and secure site for all users. The Premises Assistant is expected to deputise for the Premises Officer in their absence and be flexible as a key holder in providing out-of-hours access to the premises for school and non-school related events.

### Person specification

#### The person appointed will:

- Have some background in the building trade to include experience in range of disciplines (carpentry, plumbing, electrics, plastering)
- Ability and experience of using a wide range of machinery.
- Understanding of Health and safety requirements of the site and the ability to recognise and take action to avoid potential risks under Health and safety legislation.
- Be committed to providing an environment where children can learn and grow safely and happily.
- Have a basic understanding of ICT infrastructure and the capacity to learn in order to support the Premises Officer to provide ICT technical support for the site.
- Understand that all members of the school staff support teaching and learning and will work with children and liaise with parents and carers.

#### Key Areas

1. Premises-related Health and Safety Issues
2. Management of maintenance and repairs on site. Manage and maintain work schedules and ensure quality control of works completed - under the direction of the Premises Officer.
3. Lettings/events management
4. Security
5. Other duties as outlined in the Job Description.

**Closing date: 28th March 2025 - Noon**

**Interviews will take place on the morning of the 1st April 2025**

**Please complete the application form and return to [fayemeek@fullwoodprimary.co.uk](mailto:fayemeek@fullwoodprimary.co.uk)**