



## VACANCY – Premises Officer

Hours: **36 per week**

Salary: **Grade 4, SCP 4-9 (£23,421 - £25,602)**

Contract: **Permanent, all year round**

Required: **December 2022 (or earlier)**

Closing date: **23/09/22**

---

We are seeking to recruit an experienced, dedicated and highly motivated Premises Officer. Responsibilities will include ensuring that all school sites are maintained in a safe, clean and secure condition as required and undertaking such tasks as may be necessary for effective site management. This role will work closely with the Headteacher and School Business Manager.

The successful candidate will have experience of:

- **Ensuring all school buildings and grounds are cleaned to agreed standards and specifications, including: Ensuring the maintenance of all school buildings, grounds and utilities and ensuring that any repairs are properly and promptly carried out**
- **Keeping all grounds and buildings secure**
- **Undertaking various portorage**
- **Ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds**

Application packs are accessed via [www.tes.com](http://www.tes.com)

*All Southwark Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, references will be sought and successful candidates will need to undertake an enhanced DBS check.*

*John Ruskin School is an equal opportunities employer.*

**September 2022**



**An Ofsted Outstanding school  
across all Key Stages Nursery to Year 6  
2009-2019**