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Premises Officer  
Required for September 2026  
Full time, 36hr per week, 52 weeks per year  
Grade 4 Scp4 – 9 Pay Range £30,654 - £32,907

Grange Primary School is a vibrant inclusive primary school in Bermondsey, South East London. This is your opportunity to join a body of exceptional staff who are passionate about learning and developing a school where all children love to learn. We believe that children should play an active role in their own learning and develop the knowledge and skills needed to succeed and contribute positively to society. Grange is an exciting place to work. We empower staff to find their talents and creativity. We believe strongly in developing the full potential of all staff. We pride ourselves on providing a bright, clean, and well-maintained environment that supports our pupils' growth and development.

The role includes day to day site maintenance, minor repairs, DIY including light decorating, cleaning duties, portage and health and safety across the school. You will act as a key holder, opening and closing the site as required, carrying out security checks and responding to alarms when required. The postholder will also oversee the school lettings, liaising with hirers and staff to ensure bookings are safely and smoothly delivered.

You will work closely with the school business manager, senior leaders, contractors and local authority staff and play an important role in creating a safe and welcoming environment for pupils, staff and visitors. The ideal candidate should be confident in prioritising tasks, meeting deadlines and working as part of a team.

We are looking for a dedicated, reliable, premises officer to help us maintain our clean, safe, secure and welcoming school environment. If you're organised, proactive, and enjoy working behind the scenes to make a real difference, we'd love to hear from you!

To arrange a visit, which we highly encourage, please contact the school business manager, Kim Edwards at [office@grange.southwark.sch.uk](mailto:office@grange.southwark.sch.uk). Grange particularly welcomes applications from ethnic minority communities, especially those that reflect the make-up of the local community.

Application by email ONLY.

**Closing date: Friday 19<sup>th</sup> June 2026**

**Shortlisting: Monday 22<sup>nd</sup> June, 2026**

**Interview date: Week beginning Monday 29<sup>th</sup> June, 2026**

Grange Primary School is fully committed to safeguarding and promoting the welfare of children and young people. We are exempt from the Rehabilitation of Offenders Act 1974. Therefore, the successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) as well as qualifications and reference checks.

**Belong**

**Believe**

**Achieve**