



JOIN THE SJSC TEAM

Premises Officer

Full Time • All Year Round • 36 Hours per Week

Join a dynamic and committed staff who work together to ensure our children flourish academically and personally in an 'outstanding' school.



CONTENTS



Welcome to SJSC Primary School

Letter from the Headteachers

SJSC at a glance

About the role

Job Description Overview

Person Specification

Application

Come and visit

How to apply



WELCOME TO SJSC PRIMARY SCHOOL



LETTER FROM THE HEADTEACHER

Thank you for considering St John's and St Clement's Primary School.

We are looking for a reliable, skilled and committed Premises Officer to join our wonderful team and play a vital role in keeping our school site safe, secure and well-maintained.

Our vision is that ALL children flourish academically and personally. A well-run, safe and welcoming environment is central to that vision, and our Premises Officer plays a key part in making it a reality every day.

It is important at SJSC that all staff flourish. We offer the opportunity to work in an 'outstanding', supportive school where every member of the team is valued. We believe strongly in developing the full potential of all our staff and will support your continued professional development.

At SJSC we have a strong inclusive ethos. We run the Hearing Resource Base (HRB) in Southwark for deaf children and celebrate our children as valued members of our community. Situated on the borders of Peckham and East Dulwich, we are at the heart of a thriving, vibrant part of London.



SJSC AT A GLANCE ...

- Wonderful children
- Positive and progressive school culture
- Aspirational and forward-thinking vision and curriculum
- Positive inclusion philosophy
- Southwark's Hearing Resource Base
- Supportive team and collegiate ethos
- Child-centred approach
- Diverse, supportive and passionate community
- Research-driven and innovative approach to development
- An exciting place to work.

JOB DESCRIPTION OVERVIEW

Title of Post: Premises Officer
Grade: Grade 4 (Inner London)
Salary Scale: £30,654 per annum (full-time equivalent, all year round)
Hours: 36 Hours per week
Working pattern: All year round (52 weeks)
Responsible to: School Business Manager/ Senior Leadership Team
Start date: 1st September 2026

Purpose: To ensure that all school buildings, grounds and facilities are maintained in a safe, clean and secure condition, and to undertake such tasks as may be necessary for effective site management.

Overview of role:

- Responsible for the safety, security and maintenance of all school buildings and grounds
- Supervises and manages cleaning staff and premises team
- Acts as keyholder — opens and closes the site, manages alarms and access
- Carries out and arranges minor repairs and planned preventative maintenance
- Monitors and maintains heating, utilities and essential building systems
- Ensures health and safety compliance across the site
- May transport dinner money float and collect/deliver small items locally
- Supports lettings, events and use of premises as a polling station
- Reports to School Business Manager and Senior Leadership Team
- Enhanced DBS required — all year round post including evenings/weekends as needed

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher and School Business Manager.

JOB DESCRIPTION

Principal Accountabilities

1. Ensuring all school buildings and grounds are cleaned to agreed standards, including:

- Supervising cleaning staff, establishing cleaning schedules and instructing staff in appropriate methods including safe use of equipment, machinery and cleaning agents
- Ensuring cleaning staff are aware of and comply with associated health and safety requirements
- Personally undertaking agreed cleaning tasks not included in the school's cleaning specification
- Maintaining a litter-free environment in accordance with the Code of Practice
- Arranging emergency cleaning and removal of graffiti
- Arranging the cleaning of laundry items

2. Ensuring the maintenance of all school buildings, grounds and utilities, including:

- Operating an agreed programme of planned preventative maintenance
- Personally undertaking minor repairs and maintenance tasks within the postholder's competence
- Arranging other repairs under the building maintenance contract and organising emergency responses to vandalism
- In liaison with the School Business Manager, reporting on, arranging and overseeing alterations, redecoration, building and specialist repair works
- Maintaining heating systems, ensuring adequate fuel levels and that frost protection is operating correctly
- Checking premises are at the correct temperature and that adequate hot water is available at designated times
- Replacing fluorescent tubes, starters, diffusers, lightbulbs and shades
- Maintaining a location plan of all utility turn valves and switches, ensuring clear access and good working order
- Ensuring drains and gullies are free-flowing and clean
- Removing snow and other obstructions from entrances, steps and paths; maintaining adequate stocks of salt and sand
- Preventing unauthorised or unsafe parking on the school site

3. Keeping all buildings and grounds secure, including:

- Acting as a keyholder and controlling site keys, including routine and non-routine opening and closing
- Liaising with security officers as required
- Reporting breaches of security and ensuring any resultant damage is remedied promptly
- Locking and unlocking internal and external doors as required
- Activating, de-activating and testing automated alarm and bell systems

4. Undertaking portage, administrative and lettings duties, including:

- Undertaking or arranging the safe storing and moving of furniture, equipment and provisions
- May be required to transport the dinner money float and deliver or collect small items in the locality of the school
- Receiving and directing deliveries; assisting in the reception and vetting of visitors; dealing with or referring enquiries appropriately
- Maintaining stocks of materials, protective clothing and equipment
- Keeping up-to-date records, inventories and forms as required
- Assisting in agreed procedures relating to lettings, functions and use of premises as a polling station where applicable
- May have line management responsibility for a small team of premises staff, including formulating and operating rotas
- Attending Premises Committee meetings if required

5. Ensuring compliance with all health and safety regulations in respect of cleanliness, security and maintenance, including:

- Conducting periodic inspections of all areas to ensure compliance
- Ensuring appropriate signs and notices are displayed and hazards are removed promptly
- Ensuring fire exits are accessible and fire-fighting equipment is correctly positioned and serviced
- Ensuring first aid equipment and supplies are correctly maintained and readily available
- Ensuring other staff are aware of their health and safety responsibilities as appropriate
- Notifying appropriate agencies via the School Business Manager where there is a pest or vermin problem
- May undertake annual testing of electrical equipment after appropriate training

6. Child Protection and Safeguarding:

- Have due regard for safeguarding and promoting the welfare of children and young people at all times
- Follow the child protection procedures adopted by the school and Southwark Safeguarding Children Board
- Understand and uphold the principles of Keeping Children Safe in Education (KCSIE)

General Statements

- Carry out all reasonable duties in accordance with school policies, procedures and standing orders
- Comply with all equality legislation and actively promote the school's equalities policies
- Declare any conflict of interest that may arise before or during employment
- Undergo and meet school conditions for a satisfactory enhanced DBS check
- Comply with the Data Protection Act regarding the security, accuracy and relevance of information held
- Treat all information acquired through employment in strict confidence
- Ensure work is in line with the school's Green Commitment Policy goals
- Demonstrate a commitment to good customer care
- Undertake any other duties of an appropriate level and nature as required

Contributing as a Member of the School Team

- Participate in training and demonstrate competence in required areas, including first aid training as required
- Participate in the ongoing development, implementation and monitoring of service plans
- Contribute in meetings and be a supportive member of the school team



Category	Essential	Desirable
Knowledge & Qualifications	- Knowledge of health and safety regulations relevant to premises management - Knowledge of heating and ventilation systems and common causes of malfunction - Knowledge of maintenance, security systems and procedures - Knowledge and understanding of appropriate cleaning methods and standards - Knowledge of basic supervisory skills	- Relevant vocational qualification or trade certification (e.g. BTEC, NVQ Level 2/3 or equivalent) in a building, maintenance or facilities discipline - Recognised time-served apprenticeship or trade qualification - Knowledge of energy conservation measures - Basic understanding of school budgeting and administration
Experience	- Considerable DIY or minor maintenance experience - Experience of overseeing contractors and/or cleaning staff - Experience of taking responsibility for the care and maintenance of a premises - Experience of administrative tasks and record keeping	- Experience in a school or educational environment - Experience in the building industry - Experience of managing lettings or community use of a building
Skills & Abilities	- Practical skills in plumbing, electrical work, carpentry, painting or glazing to a competent DIY standard - Physical fitness appropriate to the tasks required, including capacity for some heavy lifting - Ability to monitor and report on structural faults and repairs - Ability to monitor and order stocks of materials - Ability to work evenings and weekends on a regular basis and respond to out-of-hours emergencies - Ability to communicate and liaise effectively with staff, visitors and contractors at all levels - Ability to organise own workload with minimum supervision and work to agreed targets - Organisational skills to support lettings and events	- Ability to manage a small team and programmes of work - Ability to drive with own transport - Ability to undertake annual testing of electrical equipment (or willingness to train)
Experience	- Experience of teaching art in a primary school setting - Experience of teaching and managing a class (ECTs: teaching practices qualify) - Experience of planning and delivering lessons across KS1 and/or KS2	- Experience of curriculum leadership in any subject - Experience of organising external art projects, competitions or exhibitions

Personal Qualities	• Extremely reliable and punctual — as keyholder, the smooth opening and running of the school depends on this role • Able to respond calmly and practically to unexpected situations and out-of-hours emergencies • Takes pride in maintaining a safe, clean and welcoming environment • Proactive and self-motivated — able to identify and act on issues without being prompted • Good interpersonal skills — approachable and professional with staff, children, parents and contractors • Discreet and trustworthy, particularly in relation to site security and handling of money • Committed to the safety and wellbeing of children and young people • A collaborative team player who understands their role in the wider school community • Flexible and adaptable to the changing demands of a busy school environment
Special Requirements	• Motivated to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Appropriate attitudes to use of authority and maintaining discipline • The postholder may be required to work outside of normal school hours on occasion, with due notice • Enhanced DBS clearance required — individuals on the children's barred list should not apply • Understanding of the principles of Keeping Children Safe in Education (KCSIE) and a commitment to ensuring the health, safety and wellbeing of all children • Good attendance record • Right to work in the UK

NOTE: Please use the [Person Specification](#) to complete the [Personal Statement](#) section of the application. Ensure all points are covered, giving examples whenever possible. Personal Statements to be no more than three A4 pages, minimum font size 10.

APPLICATION

Please go to our website and download the application form: www.stjohnsandstclements.org.uk

Application by email only.

Please submit completed applications and any queries to: recruitment@sjsc.southwark.sch.uk

SJSC particularly welcomes applications from Global Majority communities, especially those that reflect the make-up of the local community.

ECT are warmly welcomed to apply.

Closing date: 26th June 2026 at 09.00am

Interview date: TBC

Start date: 1st September 2026

We warmly encourage applicants to arrange a visit and an informal chat. To do so please contact:

The School Business Manager at businessmanager@sjsc.southwark.sch.uk.

Candidates are advised that references will be taken up immediately after shortlisting. The post will be offered subject to the satisfactory completion of pre-employment checks. In line with KCSIE 2022 and safer recruitment practices, an online search will be conducted for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence. 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.

