



Premises Officer

September 2026 - Full Time

(Job Share/Part Time Considered)

LGPS Scale 3: from £25,989 per annum (pending 2026 pay award)

37 Hours per week (flexible am/pm shifts including some Saturdays on a shared rota basis)

Annual Leave: 25 days + 8 Bank Holidays

Are you a practical, solution focussed team player with a can do attitude and the ability to turn your hand to any task?

We are seeking a highly practical, motivated and reliable individual to join our busy Premises Team. Responsible for helping to maintain and develop our school premises, we are looking for a trustworthy and capable individual to add to the team's expertise. While experience in premises management is a plus, we value character and a willingness to learn above all else. Full training will be provided for the right candidate who has a natural flair for practical tasks.

Honywood is a place where staff and learners are curious, creative and collaborative. Solution focussed and adaptable, our staff find a way, no matter what the obstacles. Our Premises Officer will enjoy providing a maintenance service to the school and either already have or be willing to learn a variety of practical maintenance skills and facilities management. They will be self-motivated, trustworthy, and willing to go the extra mile, with the ability to undertake tasks in all aspects of maintenance, cleaning, health and safety and security.

As a member of the Premises team, you will communicate effectively and be a strong team player, with the ability to learn on the job and work without supervision. Good knowledge of Health and Safety and Safeguarding children is desirable, but training will be given.

At Honywood we value the personal attributes of hard work, positivity, respect and kindness, and we are looking for someone who can model these.

We offer:

- **Work-Life Balance:** Family-friendly policies that respect your life outside of work
- **Wellbeing Support:** Access to Counselling, CBT, Coaching, Online GP Services and Annual Flu Vaccinations
- **Growth:** Excellent induction and ongoing development
- **Benefits:** Local Government Pension Scheme, Staff Discounts and Cycle to Work Scheme
- **Community:** An inclusive environment where every member of the school community is valued.

You will need to demonstrate the following qualities/skills:

- Well organised with an attention to detail
- Takes pride in maintaining a high quality environment
- Good knowledge of Health and Safety regulations
- Flexible, self-motivated and self-directed
- Able to work effectively with others
- Calm under pressure
- Practical and methodical approach to solving problems
- Ability to learn quickly and retain information
- Clean drivers licence
- Flexibility to work additional hours and respond to emergency call outs (shared via a team rota)

Are you looking for your next role within our Honywood School community? Do you want to help us to provide the best possible facilities for our learners and staff? Are you dedicated to developing yourself and creating a distinctive and inclusive culture? If this sounds like a role that you would like to make your own, we would be delighted to hear from you.

Join a team where your practical skills and work ethic directly contribute to the quality of our school environment!

Whilst we are ideally looking for an experienced Premises Officer, we are willing to provide training to the right person, should they already demonstrate relevant practical skills and a 'can-do' attitude. These might have been gained through property maintenance, creative projects or technical hobbies. We are looking for someone whose own values align with our inclusive culture; someone who understands our core values; someone who respects and embraces the individuality of every member of our school community and who truly believes in teamwork.

We believe that diverse teams are stronger teams. We know that diversity is valuable in fostering social cohesion and supporting children to grow and develop in an environment of visible, diverse role models. We remain committed to building an inclusive environment and strongly encourage applications from candidates from underrepresented groups. If you feel you meet the above criteria and are looking for your next challenge, we'd love to hear from you. If you have a disability, health condition or are neurodivergent and may benefit from some adjustments and support during the recruitment process, please let us know. We will always look to work with you to minimise any barriers.

Honywood School is committed to safeguarding children and safer recruitment processes are always robustly followed. The successful candidate's appointment will be subject to robust safer recruitment checks and satisfactory completion of an enhanced DBS check. This role is exempt from the Rehabilitation of Offenders Act 1974 and all shortlisted applicants will be required to complete a Self Declaration form in line with relevant guidance.

For further information and to download an application form, please visit our website at www.honywoodschool.com. To organise a pre-application visit or request a paper application form, email recruitment@honywoodschool.com or Telephone: 01376 564707

Please note that CVs will not be accepted, unless accompanied by an application form.

We reserve the right to close this advert sooner, should we receive a large number of applications.

Closing date for applications: 9.00 am on 29th June 2026

Interviews to be held on 2nd July 2026



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 Tel: 01376 561231

Website: www.honywoodschool.com
 Email: admin@honywoodschool.com

Job Description Premises Officer

Role Purpose	<p>To support the premises team by carrying out a range of duties including security and supervision of the site and related equipment and other duties including portorage, cleaning and maintenance.</p> <p>To contribute to the smooth running of the establishment by overseeing and, as required, being present during the use of the premises during the evening, weekends or public holidays (as appropriate) and undertaking relevant duties associated with this use of the premises.</p>
Accountable To	<p>Headteacher / Premises Manager, with day to day responsibility to the Premises Manager.</p> <p>Liaison with: Other premises staff, Headteacher and other staff as appropriate, users of the premises, the public, contractors, officers of the Authority and other agencies.</p>
Hours	37 per week (with flexibility for shift rota to include Saturdays)
Salary/Grade	LGPS 3 Points 6-7
Core Responsibilities	
Caretaking and Maintenance	<ul style="list-style-type: none"> ● Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate. ● Carrying out routine procedures or checks on ancillary equipment e.g. check batteries automatic pumps and areas subject to flooding ● Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage. ● Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean. ● Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc. ● Ensuring that adequate supplies of cleaning materials and other supplies are available. ● Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures. ● Undertaking redecoration work within capabilities in low level areas up to a height of 3 metres from floor level (or above that height with the aid of access equipment - after relevant training has been undertaken) ● Washing and cleaning of diffusers and replacing bulbs/tubes. ● To be able to respond to emergency call outs ● A patient and tolerant, customer focused attitude ● Willingness to attend training and development activities
Security and Supervision	<ul style="list-style-type: none"> ● To act as a key holder, to attend and carry out security and any safety procedures for the buildings and grounds, including routine and non-routine opening of premises and grounds and reception of visitors. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarms ● Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations

	<ul style="list-style-type: none"> ● Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence ● Attempting to prevent unauthorised access onto the school premises or grounds Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32 ('Managing Violence in Schools').
Lettings and Other Duties	<ul style="list-style-type: none"> ● Planning own work ● Dealing with inquiries from hirers, users, external agencies, contractors and workmen as required ● Setting out reasonable equipment and/or furniture prior to the arrival of users and undertaking cleaning related to the use of the premises. ● Ensure equipment is not removed from the premises and when not in use is stored in its appropriate place in the store cupboards. ● Preparing the school premises and site for out of school activities ● Advising the Premises Manager or an authorised representative of the hours worked ● Testing portable electrical equipment if trained and accredited to do so. ● Assisting with the supervision and training of cleaning staff as requested by the Premises Manager ● Undertaking letting and related duties as appropriate in accordance with the provincial agreement ● Drawing the attention of the appropriate authorities via the Premises Manager to any repairs or maintenance work required at the premises ● Minor maintenance tasks, which is within the scope and capability of the postholder ● Ensuring that all areas within the site are free from litter and that all drains and gullies are free flowing and clean ● Maintaining the appearance of the school site so that it is welcoming to staff, learners and visitors
General	<ul style="list-style-type: none"> ● Relevant training will be offered to the successful candidate ● At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures. ● Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the Headteacher, School and Governing Body, including flexibility of working days and times to cover for absence and holidays. ● The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.
<ul style="list-style-type: none"> ● The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder. ● Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. ● Employees will be expected to comply with any reasonable request from a manager and/or the head teacher to undertake work of a similar level that is not specified in this job description. ● Employees are expected to present themselves and to act in a professional manner at all times. ● The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. ● The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. 	

Education and Training	Essential	Desirable
Any relevant qualifications relating to the requirements of the job		x
Health and Safety Certificate e.g. IOSH (or willing to undertake the training to achieve this)		x
Eligible to obtain a fully enhanced DBS check	x	
Experience		
Experience of cleaning and first line maintenance		x
Experience of security duties		x
Experience of Lettings		x
Practical/Handyperson skills that enable the post holder to undertake building maintenance/minor repairs etc.	x	
Knowledge/Skills (ability to)		
Ability to develop effective working relationships	x	
Commitment to personal and professional development	x	
Ability to work without direct supervision and manage workload efficiently	x	
Ability to multi task and remain cool under pressure	x	
To have basic IT skills		x
Awareness of Health and Safety issues relating to premises		x
Knowledge and skills in first line maintenance/DIY	x	
Knowledge of quality standards for cleaning and maintenance		x
Knowledge of security issues	x	
Knowledge of setting up / preparing leisure equipment		x
Ability to carry out cleaning and caretaking duties to a high standard	x	
Personal Attributes		
Commitment to the highest standards of child protection	x	
Self motivated, self disciplined and enthusiastic	x	
To be able to manage own work schedule and prioritise effectively	x	
Flexible approach and aptitude to work planning	x	
Energy, enthusiasm and a positive approach	x	
Ability to reflect on own impact at work and identify areas for improvement	x	
Ability to communicate effectively with a range of individuals, and client groups dealing with a range of issues arising.	x	
Ability to be resilient and constructive when facing challenging situations	x	
A strong team player who leads by example with high professional standards	x	
To be able to respond to emergency call outs	x	
A can do person who works positively and collaboratively	x	
Has focused commitment	x	