

PREMISES & FACILITIES OFFICER (Primary Hub)

37 HOURS PER WEEK,

£25,119 - £26,725 pay award pending

Do you want to make a difference to learners' experience of school by improving and maintaining school sites? We are looking for a self motivated individual with a solid level of DIY skills. A qualification is not essential but you will need experience in routine maintenance, painting/decorating and gardening desirable and/or experience in plumbing, general and ground maintenance, electrical/building maintenance, heating systems and be physically fit and able to undertake the work required.

You will be based at Warden Park Primary Academy in Haywards Heath but will also undertake work to support other schools in the Haywards Heath / Mid Sussex Area that are part of the Sussex Learning Trust family.

This is a key role working with the Headteachers and the Chief Estates Development Officer to ensure clean, well maintained and safe school grounds. This includes the buildings, management of waste, facilities and equipment and ensuring the necessary legislative and Health & Safety requirements are met and Line management of the cleaning team at Warden Park Primary.

We are looking to recruit an enthusiastic, well-motivated and suitably experienced person who is positive, flexible and well-organised with a 'can do' approach; someone who is hardworking and pro-active, who can work to a programme of work but who can also use their own initiative, with a strong work ethic and time management skills. The ability to work effectively, calmly and often under time pressure is essential.

Flexibility is key to this varied and exciting opportunity where no two days are the same!

If you are interested in this role and you would like to be considered for this post, please download an application pack, available below. Please email your completed application form to head@wardenparkprimary.co.uk as soon as possible. Any queries regarding the post can also be directed to this email address.

Sussex Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an Enhanced DBS check along with other relevant pre-employment checks. Please Note: We advise applying promptly for this post as we reserve the right to close and interview early if sufficient suitable applications have been received.

Closing Date: 18 July 2024

Interview Date: 19 July 2024

[Job Description](#)

[Application Form](#)

[Safer recruitment form](#)