



St Margaret's Academy

Premises Officer

Job Term:	Permanent
Hours:	35 hours per week, 44 weeks per annum
Salary Details:	Grade F Pt 12-17 £14.36 - £15.58 per hour Actual Salary £25,440 - £27,588
Based at:	St Margaret's Academy, Barewell Road, Torquay, TQ1 4PA

St Margaret's Academy is looking for a Premises Officer to join our highly motivated and successful team. You will be responsible for general maintenance, security, management of services and cleaning of the school, as part of the premises team. You will take a lead role, in conjunction with the Business Manager, for relevant Health and Safety legislation and compliance.

Duties will include:

- Managing and maintaining the physical resources on site
- Excellent knowledge of Health and Safety requirements, compliance and operational effectiveness
- Responsibility for preparing relevant risk assessments
- Routine maintenance - basic repairs, plumbing, carpentry, decorating, cleaning and gardening
- Liaising with contractors
- Key holder - opening and closing of the site - flexibility required
- Reporting of accidents and incidents
- Refer to the attached job description for further duties

You will need to be trustworthy, conscientious, personable, self-motivated with a cheerful disposition and a desire to "go above and beyond". You should be highly organised and work well under pressure, dealing with reactive and planned maintenance.

You will need to hold a clean full driving licence and be willing to use your own vehicle if required (with a mileage allowance).

You should be able to demonstrate literacy, numeracy and IT skills.

This post is for 7 hours a day Monday-Friday - 44 weeks per annum. (Term time is 38 weeks per annum + 5 inset days + 5 additional weeks in the school holidays). Working week to be discussed at interview.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

You will find an application form, job description and person specification on our school website.

Please return your completed application form to bduff@st-margarets.torbay.sch.uk by the closing date: Midday, Wednesday 23 April 2025

Please note the school is closed for the Easter holiday from Monday 7 April until Tuesday 22 April. Applications or inquiries will be dealt with on our return.

Our adverts do sometimes close early - even when there is a published closing date - so if you are keen, please do apply as soon as possible.

Interviews are scheduled for Wednesday 30 April 2025.

A copy of our "Child Protection and Safeguarding Policy and Procedures, a copy of our "Policy Statement on Recruiting Applicants with Criminal Records" and the "Privacy Notice for Job Applicants" can be found on our website under "Policies".

St Margaret's Academy is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. As such all applicants will be required to submit details of two referees who will be contacted in advance of interviews for shortlisted candidates. An online search may be carried out as part of due diligence checks. The successful applicant will also be required to undertake an enhanced DBS and undertake annual safeguarding training.

We are an equal opportunities employer.