



PREMISES OFFICER LEVEL 3 KESTRELS' FIELD PRIMARY SALARY: £23,866-£26,470

KESTRELS' FIELD

We are a split site primary school in Hamilton, North East Leicester. We are outward looking and constantly seeking to improve. The PO is an important part of the school team and will share in our pride of the school through delivering a high quality learning environment and striving to fulfil the school motto to 'Be the best you can be'.

INTERESTED? SO WHAT NEXT?

Go to the school website and download the application pack and additional information. Submit applications to the school through Eteach or via email by **Monday 26th Nov 3pm**. Interviews will be held on **Wednesday 5th Dec**. Start date **ASAP**.

PREMISES OFFICER LEVEL 3 -37.5HRS

We are seeking to appoint a **proactive, self-motivated, manually skilled, reliable** and **flexible** Premises Officer to work within the Kestrels' team. The role will involve overseeing the 2 school sites and team leading a Level 2 PO, school employed and agency cleaners. This role will require flexibility between the early and the later shift. The schools current need indicates a shift pattern of 6.30am-2.30pm (with 30 mins unpaid break) and 10.30am-6.30pm (with 30 mins unpaid break). It will involve some flexibility in shifts to accommodate later finishes after school events and a commitment to spread annual leave between the term-time and school holidays. Salary starting point dependent on **experience**. *As part of our commitment to Safer Recruitment, references will be taken up prior to interview wherever possible, and this post is subject to a satisfactory enhanced DBS check. We are committed to equality of opportunity in employment and services.*

SKILLS

- Confidence in completing high quality general maintenance and small creative projects.
- Experience of H&S
- Reliability in carrying out statutory duties
- Flexibility to adapt to the ever changing needs in the school
- Proactively seeks out ways to improve the school environment
- Pride in the standard of work completed from cleaning to making
- Works well independently and in a team
- Experience of having been a PO or experience within a job with transferable skills.
- Friendly and approachable to all stakeholders
- Clear written and verbal communication to assist in the admin elements of this role

Further essential and desirable skills are on the attached matrices

The role will require manual handling, moving equipment between buildings and physical work.



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