

Premises Officer

Salary: Grade 6 (FTE £25995-£26409)

5 days ago

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St Mary's CofE Primary
School Hinckley
Hinckley, Leicestershire

Description Supporting documents Employer Location

Are you looking for an exciting new opportunity? Would you like to be part of a growing school team? Do you take pride in all that you do?

OVERVIEW OF THE ROLE:

We would like to appoint a Premises Officer to be responsible for the provision of looking after and maintaining our school and grounds. The hours of work are Monday-Friday 7-9am and 4-6pm (split shift). A Total of 20 hours per week, all year round.

Job requirements

- Ability to prioritise and plan own workload
- An understanding of Health & Safety
- Ability to undertake a range of basic repairs and maintenance tasks
- Willingness to undertake personal development and training

WHY CHOOSE US

St. Mary's Church of England Primary School is a popular school in Hinckley Town centre with strong church and community links. Our school motto is "Dream, Believe, Achieve! With God All Things Are Possible."

Potential candidates for this role are warmly invited to contact the Headteacher for an informal conversation.

Please complete the attached application form through Eteach. Applications must arrive by **Thursday 17th September 2026**. Interviews will take place on **Wednesday 23rd September 2026**.

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Appointments are subject to identity checks, enhanced DBS disclosure clearance, production of satisfactory references, Leicestershire County Council Health Assessment and Right to Work in the UK.

As part of the KCSIE guidelines, an online search will be carried out as part of our due diligence on the shortlisted candidates.

To apply for this job, please apply on the e-teach website.

If you would like a paper application form, please email office@stmarys.leics.sch.uk