



# St Ursula's Convent School

## A Humanities College and Teaching School

### Premises Officer

### Immediate start

Grade Scale 6 / scale point 18-20

Starting salary £26,122 - £27,136 + London weighting (depending on experience)

Total salary range £27,978 - £28,992pa

Contracted hours 35 per week / 52 weeks per year

The Governors of St Ursula's Convent School are seeking to appoint a vibrant and enthusiastic Premises Officer to assist with day-to-maintenance and site management. The successful candidate will work as a member of a team being responsible for maintenance, cleaning, security, heating, health & safety, and the general well-being of the school, the site and its occupants in line with guidance and relevant legislation. They will supervise the quality of work provided by contractors, including grounds maintenance and cleaning staff.

The appointed candidate will be a key holder and may be charged with dealing with out of hours emergencies, so must be flexible in their approach to working hours.

St Ursula's is an outstanding, highly oversubscribed Catholic girl's school with a reputation for excellence. As a Teaching School, we are strongly committed to the ongoing professional development of all staff. We are committed to safeguarding and protecting the wellbeing of children and young people and expect all staff to share this commitment. An enhanced DBS is required for all successful applicants.

Full details including our support staff application form can be found on the school website  
[www.stursulas.com](http://www.stursulas.com).

Completed applications and / or any enquires should be sent to Luisa Element, PA to the Headteacher  
[lelement@stursulas.com](mailto:lelement@stursulas.com)

Please note that we are only able to accept fully completed school application forms, stand-alone CVs will not be accepted.

The deadline for applications is 12 noon **Friday 14 January 2022**. Suitable candidates may be interviewed before the closing date and the School reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

**Closing date:** Friday 14 January 2022

**Interview date:** Week commencing 17 January 2022

