

## Advert – Premises Officer

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| School:                               | ELAT Central Services   |
| Job Title:                            | Premises Officer  |
| Salary                                | E Grade (£29,572 – £32,654) pro rata                                |
| Hours per week/weeks per year or FTE: | Full time or part time hours will be considered. 52 weeks per year. |
| Temporary/Permanent:                  | 12 Month Fixed Term   |
| Start date:                           | As soon as possible   |
| Closing date:                         | Monday 3 <sup>rd</sup> March 2025 12.00 Noon                        |
| Interview Date:                       | Thursday 6 <sup>th</sup> March 2025                                 |

We are looking for an experienced and enthusiastic Premises Officer to work as part of our Central Services team. This is a 12-month fixed term contract to cover long term sickness. You will work within the four schools in our trust. The successful candidate will be an excellent communicator, with a proactive and friendly approach. The ability to multitask, work flexibly and perform well under pressure to meet tight deadlines is essential. You will need to liaise with school staff, Senior Managers and Contractors.

### Main Responsibilities:

- Oversee the safety, security, and cleanliness of the school premises
- Manage the maintenance of buildings, including ensuring that heating, lighting, and electrical systems are functioning effectively
- Ensure compliance with health and safety regulations and school policies
- Supervise and coordinate with contractors for any necessary repairs or maintenance
- Monitor and report any issues or concerns regarding premises
- Handle emergencies related to premises or facilities as required
- Ensure premises are prepared for school events and activities
- Support the leadership team with site-related matters as required

### About You:

- Previous experience in premises management or a similar role
- Knowledge of building maintenance, health and safety requirements, and relevant legislation
- Excellent organisational and time management skills
- Ability to communicate effectively with staff, contractors, and external agencies
- Strong problem-solving abilities and a proactive approach to maintenance and safety
- Experience managing cleaning and maintenance staff is desirable
- A flexible, hands-on approach to managing facilities in a school environment

If you feel that you have the skills and abilities that we are looking for and are interested in working in an environment that is committed to promoting the most positive outcomes for our children and staff, we would be delighted to hear from you.

Please note: travel between schools is a necessity of this role and therefore candidates will need to drive and have their own car.

If you wish to have an informal discussion about the role, then please contact Pauline Woodbridge on 01392 343546 or by email [pwoodbridge@elatschools.com](mailto:pwoodbridge@elatschools.com).

**Closing date: 12 Midday on Monday 3<sup>rd</sup> March 2025.**

**Interviews date: Thursday 6<sup>th</sup> March 2025.**

Exeter Learning Academy Trust (ELAT) is a partnership of primary schools based in Exeter. The Trust currently has four schools: Alphington Primary School, Bowhill Primary School, Ide Primary School, and St Thomas Primary School.

We are a people-focused organisation with strong principles of enabling every child and adult within our Trust to thrive. We have high aspirations for all our children, regardless of their starting point, and in turn, expect our staff to have high aspirations of themselves. We believe that our strength lies in working together and using our collective skills and expertise to benefit the children in our schools.

Full details of the job description, personal specification and application form can be found on the Exeter Learning Academies Trust website [www.exeterlearningacademytrust.co.uk](http://www.exeterlearningacademytrust.co.uk). Please send your completed application form to [jobs@elatschools.com](mailto:jobs@elatschools.com)

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We encourage you to read our Safeguarding Policy before applying. We will ask for references and conduct an online search for all shortlisted candidates. The successful applicant will be subject to an enhanced DBS check. This role also requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.**