



Premises Officer

Hours: 36 hours per week, 52 weeks per year (Variable shift pattern depending on the school's needs)

Actual Salary: £29,436 - £31,158 per annum (Grade D), with significant overtime opportunities.

The Role

Working in a dedicated team of four, we are seeking an enthusiastic, proactive, reliable, and self-motivated **Premises Officer** to ensure the security, safety, and maintenance of The Tiffin Girls' School. You will provide a responsive service to ensure our buildings and grounds are maintained to the highest standards.

Core Responsibilities

- **Site Security:** Act as a key-holder for routine and non-routine opening/closing, manage security systems, and participate in an out-of-hours call-out rota.
- **Maintenance & Repairs:** Personally undertake minor repairs like but not limited to, plumbing, carpentry, and redecoration, such as fixing light bulbs, repairing faulty plugs, and erecting shelving.
- **Compliance & Safety:** Conduct and record regular inspections of fire alarms, security systems, and water management and any other compliance related tasks to ensure all health and safety requirements are met.
- **Operational Support:** Setup and set-down of furniture and equipment for school events, including exams, concerts, and assemblies.
- **Grounds Upkeep:** Maintain the external site, including litter picking, snow removal, and ensuring all buildings are cleaned to agreed standards.
- **Contractor Liaison:** Supervise external contractors on-site, ensuring works are carried out safely and efficiently.

About You

Ideally, you will have previous experience in a school or maintenance setting. You should be competent in basic trade skills (e.g., plumbing or DIY) and possess a kind, courteous manner when interacting with pupils, staff, and parents. A proactive approach to following safeguarding policies and health and safety regulations (such as COSHH) is essential.

Closing date: Tuesday 5 May 2026 at 09:00
Interviews will take place shortly after the closing date
and during week commencing 11 May 2026.

For further information about our school please see our web site on www.tiffingirls.org Please apply using the downloadable application form on this page or available on our website, or contact the school office.

The Tiffin Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and support this commitment. The successful candidate will be subject to both a full employment history, online searches and child protection check, and will also be required to undertake an enhanced Disclosure and Barring (criminal record) check.

Our safeguarding system is underpinned by policies and procedures which encourage and promote safe working practice across the School. On joining you will be required to undergo continuous professional development to maintain safe working practice and to safeguard our children and young people.