



Premises Officer

Haymerle School (Primary special)

Salary: Grade 4 (Scale 4 -9) **£30,694 to £32,907 Actual salary**

Contract: 36 Hours per week, 52 weeks per year on a split shift.

Working Hours: 6.30am to 9.40am / 2.15pm to 6.15pm Monday to Friday (negotiable)

Commencement: September 2026

Term: Permanent

The Governors invites applications for the post of Premises Officer. This is an exciting opportunity for a dynamic and enthusiastic candidate. Haymerle School is a primary Special School for pupils with Autism located in South East London. We support a wide range of learning disabilities including pupils with severe and complex social and communication difficulties. Haymerle School was judged a Good School in our December 2021 OFSTED inspection.

We are looking for someone who is hardworking, has good general maintenance skills, conscientious, able to use their own initiative, good organisational skills, can prioritise, happy to line-manage staff and a flexible approach to their work.

The role, as you would expect, covers all aspects of Premises, including being responsible for:

- maintenance of buildings and site management, including recordkeeping
- grounds maintenance
- security & key holding
- cleanliness of the school premises
- health and safety awareness
- overseeing cleaning team
- management of outside contractors
- general duties as required

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, two references will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Services check (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

Our recruitment processes follow the guidance in the DfE document Safeguarding Children and Safer Recruitment in Education.

All of the above checks must have been completed before the start of employment.

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Please contact the School Office reception@haymerle.southwark.sch.uk or call for an application pack on 020 7639 6080 or download from our website: www.haymerle.southwark.sch.uk

Closing date for applications: Friday 24th July 2026

Interviews will be held on: Friday 31st July 2026

Job Start: 1st September 2026

Appointments will be made subject to satisfactory references.