

JOB ADVERT

Job Title:	Premises Officer	Grade	Scale 6
Reports to	Headteacher	Hours	35 hours – term time + 5 weeks. (43 weeks)

We are seeking to appoint an organised, efficient and people orientated Premises Officer to join our Premises Team.

The role will start in September 2026.

If you think this is the role for you, we would love to hear from you.

We are a large primary school with a strong reputation for high standards, creativity and holding whole child at the heart of everything we do.

The successful candidate will be joining a thriving and creative school office team and welcome applications from underrepresented groups.

Our pupils are confident, expressive and inquisitive young people who enjoy learning. We are a highly committed and enthusiastic staff with high aspirations for ourselves and for our pupils.

The successful candidate will need to:

- Experience of providing a safe and secure environment
- Good ICT skills.
- Ability to carry out manual tasks/ minor repairs/ decorating / erection of flat-pack
and other furniture, etc
- Ability to write risk assessments and maintain careful records.
- Ability to manage the upkeep of the school buildings
- Full knowledge of relevant health & safety guidelines/codes of practice and
awareness of relevant legislation
- Good communication skills
- Work constructively as part of a team, understanding school roles and responsibilities
and your own position within these.

What we can offer

- Well-motivated and extremely well-behaved children
- A school committed to inclusion & excellence
- An inspirational, highly motivating learning community
- Consistent high-quality support for your professional development
- An exciting, driven and dedicated staff team
- The opportunity to demonstrate your skills and develop your practice
- A supportive and ambitious leadership team

- A vibrant and continuously developing learning culture

Further information

For further details please contact Jade Clark (Office Manager) on 020 8291 1250 or email vacancies@kilmorie.lewisham.sch.uk.

An application pack can be downloaded from the school website: www.kilmorieschool.co.uk

Kilmorie is fully committed to safeguarding and promoting the welfare of children and young people. We are exempt from the Rehabilitation of Offenders Act 1974. Therefore, the successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) as well as qualifications and reference checks. Original evidence of right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain.

Closing date

The closing date for applications is **Monday 29th June 2026**

Interviews will be held **w/b 6th July 2026**

CVs will not be accepted

Please send completed application forms to vacancies@Kilmorie.lewisham.sch.uk or by mail to Jade Clark (HR/Office Manager) in an envelope marked 'Private & Confidential'.

We regret we are only able to contact short-listed applicants.