

Premises Officer and Groundsperson

(Temporary 1 year – part time)

Thomas A Becket Junior School
Premises Officer and Groundsperson
15 hours per week all year-round
Grade 4.5 £25,583 pa (pro rata)

Would you like to join the premises team at a school that sets and expects high standards?

Thomas A Becket Junior School is seeking to appoint an enthusiastic, reliable and motivated individual to join our premises team.

We are looking for someone who:

- Is hardworking, conscientious, and takes pride in their work
- Has a flexible approach and a positive attitude to working as part of a team or independently
- Demonstrates attention to detail and strives for high standards at all times

As part of the team, you will play a vital role in delivering a first-class facilities service across the school. This includes:

- Planned and reactive maintenance of both buildings and grounds
- Preparing, marking and maintaining sports surfaces and outdoor spaces to a high standard
- Supporting cleaning operations and ensuring the school site remains clean, safe, and welcoming

We welcome applications from individuals with experience in general maintenance, D.I.Y., decorating, and building management. The ability to support or supervise cleaning staff is also desirable.

This role involves physical tasks, working with tools and machinery, and working outdoors in all weather conditions, so a good level of physical fitness is essential.

Knowledge of COSHH and Health & Safety regulations is beneficial, but full training and ongoing professional development will be provided for the right candidate.

Thomas A Becket Junior School is an equal opportunities employer.

Thomas A Becket Junior School and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

Visits to the school are strongly encouraged, please contact the school to make an appointment with Mark Roberts our Premises Manager.

Further details and an application form are available from the school's website www.thomasabecketjunior.org.uk. For more information, please contact the school on 01903 206127.

Please return completed documentation via email to the School Business Manager.
sbm@thomasabecketjunior.org.uk.

Closing date: 12 noon 4th November 2026. **Interviews:** 11th November 2026. **Start Date:** ASAP