



## RAINE'S FOUNDATION SCHOOL

A Voluntary Aided Church of England School

Approach Road, London, E2 9LY

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e-mail: [success@rainesfoundation.org.uk](mailto:success@rainesfoundation.org.uk)

Website: [www.rainesfoundation.org.uk](http://www.rainesfoundation.org.uk)

Interim Headteacher: Rob Hullett

### **PREMISES OFFICER**

#### **Required October or Earlier 2017**

NJC Grade Scale 4, Spine Point 18-21 £21,546-23,610

37.5 hours per week

Full-Time\*

\*Likely to involve shift work and a requirement to work out of contracted hours when required – eg in case of emergency, special events or out-of-hours building works

Raine's Foundation School is an inner city, voluntary aided, Church of England, 11-19 secondary school. Throughout its long history the school has taken pride in its service to the local community, as we aim to:

"Achieve Excellence by Unlocking Potential".

Founded in 1719 Raine's Foundation School provides a caring Christian environment.

We are seeking a Premises Officer to join our team at Raine's.

Key responsibilities of the post:

- Carry out routine tasks, as directed, including :
  - Assisting with secure opening up and lockdown arrangements at the beginning and end of the school day and other times as appropriate, including weekends and school holidays
  - Taking prompt and appropriate action to ensure that all services are operating to a satisfactory level
  - Taking action to ensure that :
    - The buildings and grounds are maintained to expected high levels of cleanliness, hygiene and attractiveness of appearance
    - Toilet areas are kept clean and appropriately provisioned
    - Routine repairs are actioned promptly and efficiently
    - Routine works in connection with larger-scale projects are actioned promptly and efficiently
    - Deliveries are properly signed in and forwarded on appropriately
  - Assisting with any required moving or relocating of furniture or equipment
- Participate as appropriate in the school's agreed Performance Management Programme.
- Demonstrate a commitment to own continuing professional development, through participation in appropriate training.
- Maintain awareness of and comply with all relevant school policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.
- Undertake any additional duties or responsibilities as reasonably directed by the Principal, commensurate with the scope and grade of the post.

***For full details of the tasks and responsibilities please refer to the Job Description for the post.***

Visits to the school are strongly encouraged as are conversations with the School Business Manager.

Please contact Alison Deady, PA to the Head teacher, for an information pack or down load from the school website [www.rainesfoundation.org.uk](http://www.rainesfoundation.org.uk)

Completed application forms should be emailed to: [a.deady@rainesfoundation.org.uk](mailto:a.deady@rainesfoundation.org.uk)

Further details and an application pack are available from the school office to which completed forms should be returned.

As part of our safer recruitment procedure the successful applicant will be subject to an enhanced DBS check.

**Closing date for applications: Friday 16<sup>th</sup> September 2017 at 12.00 noon**

**The interview will take place: Tuesday 19<sup>th</sup> September 2017**

Completed application forms should be emailed to: [a.deady@rainesfoundation.org.uk](mailto:a.deady@rainesfoundation.org.uk)

