**PRIORY SCHOOL, LEWES, EAST SUSSEX  
MIXED 11-16 COMPREHENSIVE**

**Assistant Premises Officer**

**Required As Soon As Possible**

Priory is a very successful school with an excellent reputation. The school is consistently oversubscribed,   
yet has a genuinely comprehensive intake. The Governors of this successful school seek to appoint an Assistant Premises Officer.

The Assistant Premises Officer will be expected to provide an effective caretaking service. It is essential that the successful candidate has the experience of carrying out specialist building maintenance work, within the reasonable capacity of a handyperson. It is desirable that applicants have specific skills in either electrics or plumbing or other trades.

This is a full time position for 37 hours per week. The successful applicant will work either within a two shift system or a three shift system on a rota basis between the hours of 06:30 to 22:00 Monday to Friday during term-time and between 08:00 and 18:00 during school holidays. You would also be required to work weekends to cover school lettings on a rota basis of 1 weekend in 3 or 1 weekend in 6. There would also be an opportunity to undertake lunchtime supervision duties.

The salary is Grade 4 spinal points 8 to 10, £16,123 - £16,781 on the Single Status Pay Spine. An alternating shift allowance of £1,501 would also be paid. Overtime for lettings is paid at point 5 on the Single Status Pay Spine, £7.97 per hour. Lunchtime supervision is paid at £13.04 per session.

Full details of the post and an application form can be downloaded directly from our school website at [www.priory.e-sussex.sch.uk](http://www.priory.e-sussex.sch.uk/). They are also available from Personnel at Priory School, Mountfield Road, Lewes, East Sussex, BN7 2XN. Telephone: 01273 476231 extension 211 or email: [personnel@priory.e-sussex.sch.uk](mailto:personnel@priory.e-sussex.sch.uk).

Closing date for receipt of applications: is noon on Thursday, 21 September 2017.

Please return application forms to the Personnel Officer at the above address or email [personnel@priory.e-sussex.sch.uk](mailto:personnel@priory.e-sussex.sch.uk).

Please note that if you have not received a response within 3 weeks of the closing date then we regret that your application has not been successful.

**East Sussex County Council is committed to equality of opportunity. We positively welcome applications from all sections of the community. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.**