

## **Premises Officer**

**Start date:** October 2026 or as soon as available

**Salary grade:** West Sussex Grade 5, Point 7 £21,408 (full time), actual £19,624 (27.5hrs)

**Working hours:** 27.5 hours (there is flexibility in the organisation of these hours)

**Contract Type:** Permanent

**Deadline for applications:** Monday 5<sup>th</sup> October 2026

**Interviews:** TBC

We are seeking to appoint an enthusiastic and skilled individual to join our friendly and welcoming team at St Lawrence C.E. Primary School.

St Lawrence C.E. Primary School is a larger than average primary school with over 590 pupils, arranged into three classes in each year group, serving the beautiful village of Hurstpierpoint, just north of Brighton.

We are fortunate to have a wonderfully well-equipped school site including a swimming pool, field and Astroturf area. We are looking for a Premises Officer who will work alongside our Premises Manager to help us to maintain and develop the site for the benefit of all our children.

The successful candidate will have a thorough induction from our Premises Manager and all relevant training will be provided. Experience in school site management is not essential, but a willingness to learn and develop is required.

**St Lawrence C.E. Primary School is committed to safeguarding children and the successful candidate will be required to complete an enhanced DBS check, as well as providing satisfactory references and other employment checks.**

### **How to apply:**

To apply, **please complete the application form and safer recruitment form**, and send these via email to [office@stlawrencehurst.co.uk](mailto:office@stlawrencehurst.co.uk) by Monday 5<sup>th</sup> October 2026.

Please mark these for the attention of Mr Alister Sutherland Head Teacher.