



Premises Officer

Start Date: As soon as possible

Status: Permanent/All Year Round/35 hours per week

Salary: Scale 4 (£29,412 - £30,771)

We are an OFSTED outstanding school with a culture of high expectations based on our Swanlea Values. In Tower Hamlets, we are the top performing mixed school for progress at KS4, for all students' progress at KS5 and have the best attendance and punctuality. Most of our students progress on to top universities including Oxford and Cambridge. Despite our successes, we are not complacent, and we believe that we have the capacity to further improve.

We are an over-subscribed school that has around 1300 children from Year 7 through to Year 13. Our students are proud of their school, and we have extremely supportive parents/carers and governors. We are highly committed to the development of all colleagues as evident in our comprehensive CPD programme.

Swanlea School is in one of the most deprived areas in the UK; almost 50% of our students receive the Pupil Premium. Our students may come from disadvantaged backgrounds, but they do not lack ambition for their futures, and neither do we as reflected in our no excuses culture. Our highly motivated and hard-working staff are driven by the moral imperative that our young people can achieve highly. We welcome students from all backgrounds. The school is inspired by the diversity and strength of its community, an inclusive approach to learning, excellence in education and varied, innovative approaches to teaching and learning.

We are excited to announce Swanlea School is entering the next phase of our development and we are one of the founding schools in the 'Weavers Federation' with two local feeder primary schools from January 2024.

An exciting opportunity to join our school Premises Team has arisen. The Premises Team ensure that everything is kept in top notch condition so you can start your training with ease. You will be at the center of ensuring our facilities are always ready for teaching and learning and suitable for generating income when used by community groups. We are looking for an experienced Premises Officer who can demonstrate excellent interpersonal skills. If you can answer Yes to the following – we would love to hear from you:

- Do you have a "can do" attitude?
- Do you take pride in a clean and safe working environment?
- Can you carry out simple maintenance tasks?
- Are you willing to clean up bodily fluids?
- Are you willing to do overtime during the week and at weekends?

In return we can offer the following:

- Our teachers never cover
- Working with a forward thinking, driven and experienced leadership team
- A healthy financial outlook
- A competitive salary with inner London weighting and local government pension scheme;
- A vibrant, warm and engaged community of children, parents, staff and governors.
- The opportunity to work in a creative and thoughtful environment with a strong and committed team.
- Great CPD and work/life balance
- Working with a forward thinking, driven and experienced leadership team
- A central location within a vibrant, diverse London Borough, with excellent transport links;
- Outstanding facilities and resources to support teaching and learning;
- Supportive & collegiate staff;

- A highly regarded middle & emergent leadership programme;
- A friendly and diverse student and staff community;
- Discount scheme that offers savings on purchases, including grocery, eating out, entertainment, etc;
- Season ticket loan scheme;
- Cycle to work scheme;
- Free eye tests and discounted eye-care scheme;
- Subsidised staff restaurant offering breakfast, break and lunch time hot and cold food.
- Access to confidential emotional and practical advice support services.

To apply, please send your completed application form and supporting statement (letter of application) to recruitment@swanlea.co.uk.

[For a copy of the application form and job description please click here: https://swanlea.co.uk/vacancies](https://swanlea.co.uk/vacancies)

Closing date: Monday 13th May 2024

Interview: Monday 20th May 2024

*** We reserve the right to interview before the closing date so early applications are welcome.**

Swanlea School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to a satisfactory enhanced Disclosure and Barring Service check and references along with social media checks. You can find our safeguarding policy on our website www.swanlea.co.uk for further information.