

Millbrook Community Primary School

Headteacher: Mrs J Maher



PREMISES OFFICER LEVEL 2

**Pay Band D / SCP 5 – 6, £25,583 - £25,989 pro rata, per annum
Plus Standby Allowance**

36 hours per week / 52 weeks per year

To commence 1st January 2026

(Standby duties cover the post-holder being available and on call for out-of-hours emergencies, e.g. making the premises safe/secure and liaising with security/police)

The Governors of Millbrook Primary School wish to appoint a suitably experienced person to apply for the role of Premises Officer.

This is an exciting opportunity for a suitably experienced person to apply for the role of Premises Officer in our successful school.

You should have proven experience of work which is compatible with that of a school Premises Officer, of which the main duties include:

- Day to day site management including general maintenance and cleanliness;
- Maintaining the overall security and safety of the premises including key holding, regularly testing fire alarms and upkeeping of general health & safety;
- Assist with daily cleaning contract including ordering of necessary stock;
- Consistently supporting the school including complying to school policy and raising any concerns where applicable.

Candidates should be:

- Committed to working with the successful team ethos of Millbrook Community Primary School;
- Enthusiastic, flexible and adaptable, proactive and committed to implementing new ideas and methods where appropriate;
- Able to work closely with the Headteacher and to maintain and improve and develop the internal and external site of the school;
- Qualified to Level 2 or equivalent in Literacy and Numeracy.



Kirkby Row, Kirkby, Merseyside, L32 0TG

Telephone: 0151 477 8160

Mobile: 07765 734 574 **Email:** millbrook@knowsley.gov.uk

Web: www.millbrookprimaryknowsley.co.uk

Millbrook Primary School is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK. All employees are expected to abide by Millbrook Primary School Staff Code of Conduct.

Further details and an application form are available from the school at

<http://millbrookprimaryknowsley.co.uk/>

Completed Application forms should be returned marked for the attention of Mrs Benson (Business Manager) directly to the school via e-mail to Millbrook@knowsley.gov.uk or via post to the address above.

Closing date: Thursday 6th November 2025 at 09:30

Interviews: Wednesday 12th November 2025