



**PREMISES OFFICER
52 WEEKS CONTRACT - 36 HOURS PER WEEK
PART TIME CONSIDERED
REQUIRED AS SOON AS POSSIBLE
BAND E - (PTS 8-11: £26,824 - £28,142)**

This is an exciting opportunity to join a highly successful oversubscribed school. We are seeking to appoint a Premises Officer to join our dedicated team at Woodchurch High School. The successful candidate will need to demonstrate commitment, flexibility and be a positive role model within the Premises team. The safeguarding of our pupils and the security of our premises will be the highest priority, ensuring that the facilities and the environment of the school are safe for the children, staff and visitors. They will also model and promote our Christian values.

Woodchurch High School is an exciting place to work. It is a successful and oversubscribed 11 – 16 co-educational comprehensive. We enjoy state of the art facilities, designed to engage and motivate learners.

Further details and an application pack can be obtained from the school website. Application forms, together with a covering letter, should be returned to Mrs A Bestwick, HR Officer. Email whsrecruitment@woodchurchhigh.com. We do not accept CVs and approaches from recruitment agencies. If you do not hear by 13th February 2025 you may assume you have not been successful on this occasion.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is in regulated activity and is subject to an Enhanced DBS check. In line with Keeping Children Safe in Education general online searches will be undertaken for all shortlisted candidates. This post is exempt from the Rehabilitation of Offenders Act 1974. All applicants will be considered on the basis of suitability for the post regardless of race, sex, age or disability.

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing access to 'privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school. Please access this notice via the following link: <https://woodchurchhigh.com/wp-content/uploads/2025/01/Vacancies-PrivacyNoticeJobApplicants.pdf>

Closing Date: Friday 6th February 2026 - 9.00am



Let your light so shine before others, that they may see your good deeds and glorify our Father, which is in heaven.

Matthew 5:16

