



West Sussex County Council Thomas A'Becket Infant School

Pelham Road, Worthing, West Sussex, BN13 1JB



Headteacher: Mrs A Dingwall **Headteacher's PA:** Mrs A Weeks
Assistant Headteacher: Mrs E Greenhalgh **SENDCo:** Ms C Thomson
School Business Manager: Mr N Le Manquais

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Dear Applicant,

Thank you for showing an interest in the position of Premises Officer. The Head Teacher and Governors are looking to appoint an outstanding Premises Officer to join our inspiring and supportive staff team and be responsible for and take care of our school so that we can continue to take a pride in our environment.

Thomas A' Becket is a large Infant school in Worthing. We are currently growing to become a six form entry school with 540 children in September.

We have large school grounds and a dedicated Forest School area which forms a big part of our ethos and curriculum. We are looking for a highly motivated, hard-working and practical person with strong organisational skills to ensure that the site and school buildings are well maintained, healthy, safe and secure for all children and adults using the premises. With three playgrounds and sizeable grounds, there is always a lot to do! This role will require work both inside and outside. It is a physical job so will require a good level of fitness. The job involves manual handling and working at heights.

Visits to the school are welcomed and encouraged. To find out more on this position or to arrange a visit to the school please contact our School Business Manager, Neil Le Manquais on 01903 288886.

Please find enclosed a Job Description, Person Specification and Application Form for you to complete and return to the school office by no later than 10am on Monday 6th March. Application forms should be addressed to: Mrs A Weeks, Thomas A' Becket Infant School, Pelham Road, Worthing, West Sussex. BN13 1JB.

Successful applicants will then be invited to attend an interview on the morning of Tuesday 14th March.

Finally, I would like to thank you for your interest in our school and we look forward to receiving your completed application form.

Amanda Dingwall
Head Teacher

