

Premises Manager

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| School: | Westfield Primary School | Posted: | 24th April 2025 |
| Location: | Bonsey Lane, Westfield, Woking, Surrey GU22 9PR | Expires: | 16th May 2025 11:59 PM |
| Contract Type : | Permanent | Start Date: | As Soon As Possible |
| Salary: | SP6 £29,697 - £31,848 per annum | Job ID: | 1478842 |
| Hours: | Full Time | Job Reference: | Premises May 2025 |



Westfield Primary School

Responsible to: School Business Manager

Hours: 35 hours per week for 52 weeks. This role is based on 7 hours per day on a split shift basis of 7am to 10am, then 2pm to 6pm Monday to Friday

Salary: SP6 £29,697 - £31,848 per annum. 26 days annual leave to be taken during term time

Start Date: As soon as possible

We have an opening for an enthusiastic and energetic Premises Manager to join our friendly and hardworking team. This is a very varied, interesting role and plays an integral part of the school's support system. You will be representing the school when dealing with contractors, suppliers and lettings.

We are looking for somebody who:

- Has a strong background in premises management, maintenance and DIY
- Has patience and a calm demeanour
- Is positive, smiley and happy to work as part of a team and is supportive of colleagues
- Is positive, forward thinking and willing to "go the extra mile"
- Has a good level of general education (including Maths & English GCSE Grade A-C (4+) or equivalent)
- Has a flexible and proactive approach to their work

In return our wonderful school can offer:

- A supportive, hardworking and friendly team who are committed to achieving the best for our children.
- An encouraging and caring ethos
- Training and opportunities for continuing professional development
- A good workplace pension with the Local Government scheme

A breakdown of the main duties of the role are in the attached job description but will include:

- Responsibility for the security of the school including being a key holder and opening up each day and locking up when required
- Carry out the daily, weekly and termly checks of the premises
- Liaising with contractors regarding works and statutory inspections and keeping accurate records
- Undertaking handyman and DIY duties as required by the School Business Manager
- Oversee contractors working on site
- Responsibility for the administration of site contracts (such as cleaners and waste disposal) with the School Business Manager
- Responsible for liaising with suppliers/contractors to ensure inspections of the premises and equipment are carried out as per the agreed schedule to meet our statutory duties.
- Porter duties (e.g. taking delivery of goods & equipment, setting up of spaces for events)
- Exercise overall responsibility for the operation of the school heating, plumbing and electrical systems
- Be responsible for the general tidiness and cleanliness of the school including litter

Closing Date: 16th May 2025

Interviews: week commencing 19th May 2025. Interviews may be arranged before the closing date as applications are received. Candidates are therefore encouraged to submit their application forms as soon as possible.

For more information or to request an application form please contact:

Cheryl Royle

Westfield Primary School

Safeguarding Statement:

Westfield Primary 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 staff are required to complete an enhanced DBS check and all job offers are subject to satisfactory references and proof of eligibility to work in the UK.