



Premises Manager

Employer: Brunswick Park Primary School

Location: Southwark

Contract Type: Part-Time (3 days per week- 21 hours- 52 weeks) – Fixed Term (March 2024 to February 2025)

Salary: Grade 6 (£30,309 - £33,717 pro-rata)

We are delighted to offer the opportunity for an enthusiastic and effective Premises Manager to join our team at Brunswick Park Primary School.

The school is a LA Community Maintained mainstream primary school that has a Resource Base for pupils with autism (ASC). Its community is socially and culturally diverse, making it a very interesting place in which to work and learn.

This is a varied, creative and deeply rewarding role for the right person, who will be a competent, knowledgeable, enthused, energetic Premises Manager who believes firmly in giving every child the best start.

We offer:

- A vibrant, friendly, positive, and enthusiastic learning community where everyone's successes are celebrated.
- An inclusive, values-based ethos committed to nurturing and developing the potential of every child.
- A supportive and stimulating environment where children are well behaved and keen to learn.
- A strong desire for continued improvement and further development.
- The chance to work in a school like no other, where career-enhancing opportunities to broaden and develop skills and experience are created.

Responsibilities:

- Allocate tasks and monitor the performance of each member of the premises team.
- Monitor the condition of the site and grounds to ensure standards are achieved.
- Ensure effective risk management is in place to identify hazards and the associated risks.
- Contribute to strategic planning and development of the school site including managing costs.
- Work with and monitor third-party contractors and maintain files and records of all work undertaken.
- General ground maintenance, ensure the site is kept clean, tidy and safe for those using the school site.
- Ensure the site is secure and entry points are monitored, including maintenance of alarm systems.

Person Specification:

- Previous experience in facilities management/caretaking, desirably in an educational setting.
- Experience with project management and financial management e.g. planning, budgeting, risk management etc.
- Knowledge of policies and procedures relating to premises security and health and safety.
- Strong communication and problem-solving skills.

To obtain an application pack please email Jade Johnson at jjohnson161.210@lgflmail.org, or telephone the school on 020 7525 9033.

Brunswick Park 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 appointments are subject to an Enhanced DBS Check, medical clearances, and references.

Closing date for all applications: 18 February 2024

Interview: 27 February 2024