Brunswick Park Primary School

Premises Manager

Employer: Brunswick Park Primary School
Location: Southwark

Contract Type: Full-Time (36 hours per week- 52 weeks)
Salary: Grade 6 (£32,907 - £38,070)

We are delighted to offer the opportunity for a skilled, organised and personable Premises Manager to join our team at Brunswick Park Primary School.

Brunswick Park is a LA Maintained Primary School that serves our socially and culturally diverse community, making it an interesting place in which to work and learn.

This is a varied, fast-paced and rewarding role for the right person, who will be competent, knowledgeable and proactive and 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 that nurtures every child's potential.
- A supportive and stimulating environment where children are well behaved and keen to learn.
- Commitment to continued improvement and further development.

You will:

- 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.
- Organise and undertake general grounds maintenance, ensuring the site is kept clean, tidy and safe.
- Ensure the site is secure and entry points are monitored, including maintenance of alarm systems.

You will have:

- Previous experience in facilities management/caretaking, ideally in an educational setting.
- Experience with project management and financial management e.g. planning, budgeting, risk management.
- Knowledge of policies and procedures relating to premises security and health and safety.
- The ability to use Excel, Word and Teams effectively.
- Strong communication and problem-solving skills.

For 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 which will be taken up before interview.

Closing date for all applications: 11/03/2026 at 5pm

Applications will be reviewed upon receipt. We reserve the right to close the position once a suitable applicant is appointed.