**Premises Manager**



If you have experience in premises management and a positive, can do attitude, then we would love you to join our Horley Infant School family! We are looking for a Premises Manager to help keep our school safe and in tip-top shape.

Duties will include ensuring the premises are always well-maintained and tidy, preparing plans for maintenance, overseeing security arrangements, liaising with external contractors, portering, monitoring health and safety compliance and being one of the main key holders.

There will be a requirement to be flexible as this part-time post includes all year round support including early mornings, and some late evenings and out of hours emergency on call attendance as well as physical work outside.

Enthusiasm, initiative and a willingness to adapt are considered essential qualities. If this advert speaks to your own aspirations and you are excited by the chance to play a pivotal role in creating an outstanding school for the children and families of Horley, we would love to hear from you!

The ideal candidate will:

* Knowledge of building maintenance works e.g; plumbing, carpentry, electrical
* Having a recognised training/qualifications associated with premises management would be an advantage
* Knowledge of Health & Safety
* The ability and experience to undertake DIY tasks
* Knowledge and experience of maintenance and health and safety compliance
* Good oral and written communication skills
* A good understanding of the school environment, including the safeguarding of children
* Having previous school experience would be an advantage

As a member of our team you will strive to exemplify the school’s values including resilience, honesty and respect. In return, we commit to giving you the time, opportunity and support to flourish. We will offer:

* Relevant training opportunities
* A supportive, friendly environment
* Local Government Pension Scheme
* Access to an employee assistance programme.

If you wish to discuss the post further, please contact Jason Walters (Headteacher) via the email [covid@horley.surrey.sch.uk](mailto:covid@horley.surrey.sch.uk) to arrange a visit to the school and a cuppa.

Pay scale: Surrey Pay (PS6) £24780fte - circa £12147 per annum

Application forms are available from the school office to be returned with a covering letter to:

Mrs Shazia Anjum

Horley Infant School

Lumley Road

Horley

Surrey RH6 7JF

or via email to [admin@horley.surrey.sch.uk](mailto:admin@horley.surrey.sch.uk)

Closing date: Monday 30th August 2021   
Shortlisting & Interview: Week beginning 6th September   
  
Horley Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring service check and two satisfactory references