



VACANCY

PREMISES MANAGER

Permanent

Grade 5 (SCP 7-12) £26,403- £28,598 per annum

South Hetton Primary School

37 hrs per week - whole time

South Hetton Primary School is one of seven schools which form part of Tudhoe Learning Trust. The school is situated in South Hetton is a friendly and welcoming school which serves the community within the village.

We are looking to appoint a Premises Manager to join our team. The hours of work are Monday-Friday 6am-10am and Monday-Thursday 2.30pm-6pm and Friday 2.30pm-5:30pm however the morning times of work are negotiable. The role is to commence in September once all conditional checks are completed.

The successful applicant will be able to:

- Ensure that buildings and site are secure, including during out of school hours and take remedial action as required.
- Daily maintenance of the whole school and cleaning to part.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Undertake minor repairs (i.e. those not requiring a qualified craftsman) and maintenance of the buildings and site (including painting and decorating).
- Arrange regular maintenance, safety checks and emergency repairs.
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- Monitor consumables and stock and order when needed through the office staff.
- Undertake general portage duties, including moving furniture and equipment within the school.
- Perform duties in line with health and safety and COSHH regulations and act where hazards are identified, report serious hazards to The Head Teacher immediately.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with safety regulations) and equipment, in line with other schedules.
- Basic grounds maintenance - snow clearing, salting during adverse weather, litter picking, bin emptying.

Employee benefits include: -

- Local Government Pension Scheme (LGPS)
- Employee Assistance Programme
- Employee discounts
- Extensive CPD and upskilling opportunities

Closing date for applications: **4th September 2026 (Noon)**

Interviews will be held on: **10th September 2026**

For more information about the role, school or Trust please contact Mrs Nicola Mayo, Head Teacher on 0191 526 1662 when school reopens on 2nd September 2026. Applications will only be considered on a

Trust application form. An application pack for the post is available via the Trust Learning Trust website or the school. Application forms should be returned to the Trust HR Manager via email at recruitment@tudhoelearningtrust.co.uk.

The Trust is committed to promoting the welfare of and safeguarding all children in its schools and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, online searches and you will be required to undertake an enhanced DBS Check.