*St Wilfrid’s Catholic Primary School is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.*

**Vacancy Premises Manager**

**Salary** Grade 6 £26,409-£27,711(negotiable and commensurate with experience)

**Address:** School Close, Burgess Hill, West Sussex, RH15 9RJ

**Website** www.st-wilfrids-burgesshill.w-sussex.sch.uk

**Email:**  recruitment@stwilfridsbh.org.uk

**Telephone No:** 01444 235254

**Start Date:** June 2025

**Contract** 37hrs per week Full Time

**Working Hours To be discussed at interview**

Closing date for applications – **9am 5th May 2025** Interview date – **TBC**

The Governors are looking to appoint enthusiastic, committed Premises Manager to join our team and take responsibility for the management of Health & Safety of Our Building, Swimming Pool and Grounds.

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| |  | | --- | | **The Successful applicant will be:**   * Someone who can ensure the school site is maintained to a high standard. * Can implement Health & Safety legislation and risk assessments * Is able to carry out non-specialist building maintenance and essential gardening duties, ideally with some plumbing and electrical skills. * Is organised and can plan, arrange and manage the work of contractors * Always maintains confidentiality * Is able to prioritise work, meet deadlines and multi-task * Enthusiastic and committed to working as part of a team * Consistent in a calm and fair approach | | |  | | --- | | **We will offer you:**   * A friendly, happy and welcoming, Christ centred community with a strong Catholic ethos. * A real opportunity to make a difference to the lives of our amazing children. * The chance to work alongside a dedicated and committed staff body. * A supportive Governing Body committed to raising standards and strong local parish links. * An exciting opportunity to further develop the school’s building. * Commitment to your continuous professional development. | |

Visits to the school are highly recommended, but do not form part of the recruitment process.

Please contact the school to make an appointment.

[recruitment@stwilfridsbh.org.uk](mailto:recruitment@stwilfridsbh.org.uk)

Please complete the online application in full and send to [recruitment@stwilfridsbh.org.uk](mailto:recruitment@stwilfridsbh.org.uk)

Application forms are available on our website <http://www.st-wilfrids-burgesshill.w-sussex.sch.uk>

*St Wilfrid’s Catholic Primary School is fully committed to safeguarding and promoting the welfare of all its children and young people and expects all staff and volunteers to share this commitment. The post will be subject to satisfactory references, health checks and Disclosure and Barring Service checks. Proof of the right to work in the UK will also be required*