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## PREMISES MANAGER

### **Job Summary**

Salary	NJC Grade 5 - £25,584-£25,992 pa FTE
Location	Wisborough Green Primary School
Address	Wisborough Green Primary School, Newpound Lane, Wisborough Green, West Sussex, RH14 0EE
Website	<a href="https://www.wisboroughgreenschool.org.uk/">https://www.wisboroughgreenschool.org.uk/</a>
Email	<a href="mailto:sbm@wisboroughgreenschool.org.uk">sbm@wisboroughgreenschool.org.uk</a>
Telephone No	01403 700 280
Required From	ASAP
Contract	Permanent 25 hours per week (5 hours per day, Monday-Friday) Pro-rata, school term-time (39 weeks) plus 4 weeks during the school holidays by arrangement

### **Job advertisement**

Wisborough Green Primary School is a unique, one-form entry school in a beautiful setting within a small village community. We are looking to recruit an enthusiastic, well-motivated and suitably qualified Premises Manager to join our school team, to start as soon as possible. This post is for five hours a day. On occasion, hours of work may be changed subject to the needs of the school so a flexible working approach would be required.

As Premises Manager you will ensure that the school environment is well maintained and your aim will be to deliver a quality service in a school where high standards are set and expected. The successful applicant will be responsible for the security of the premises and building maintenance. The role includes general maintenance, overall security, supervision of contractors (whilst on site) and stock control of equipment and supplies.

#### Key duties:

Responsible for ensuring the security of school buildings and site.

Act as designated key holder, opening up the school in the mornings and providing out of hours and emergency access to the school site in exceptional circumstances and during the school holidays.

Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation of the school.

Responsible for regular health and safety checks of buildings and grounds.

Responsible for ensuring compliance checks are undertaken.

You will need to have practical abilities with a range of maintenance skills to include minor repairs, decorating and small refurbishment projects.

You will need to be hard working, versatile, and be able to operate proactively using your initiative.

Training and support will be provided.

Wisborough Green Primary School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role and all staff must have read and be fully aware of the Child Protection Policy and Keeping Children Safe in Education. This post is subject to an Enhanced DBS check and health check.

For further information please contact: Sarah Taaffe [sbm@wisboroughgreenschool.org.uk](mailto:sbm@wisboroughgreenschool.org.uk) or 01403 700 280.

A virtual tour of the school can be found on the admissions page of on our website or visits can be arranged outside of school hours.

### **Closing Date:**

**24<sup>th</sup> February 2025 9am**

### **Interview Date:**

**Week commencing 3<sup>rd</sup> March 2025**

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Headteacher: Miss P Croucher, BA (Hons), PGCE, NPQH  
Newpound Lane • Wisborough Green • West Sussex RH14 0EE  
Tel: 01403 700 280 email: [office@wisboroughgreenschool.org.uk](mailto:office@wisboroughgreenschool.org.uk)

