



Part-time Permanent Premises Manager – Thakeham Primary School

Address: Rock Road, Storrington RH20 3AA

Website: www.thakehamps.co.uk

Email: head@thakehamps.co.uk

Tel no: 01903 740176

Contract: Permanent Part-time (opening hours every morning - Monday to Friday to be agreed, some flexibility possible, plus a weekly block of 3 hours (time/day to be agreed))

Post accountable to: Headteacher/School Business Manager

Grade 4 - 5: £17,681 (point 14) to £19,446 (point 19) **pro rata** £9.16 per hour to £10.08 (depending on experience)

Contract: All year round with flexibility to alter hours in holidays to accommodate lettings (holidays to be taken during school holiday time - 23 days, after 5 years' service rising to 27 days, pro rata – based on full time hours).

Required from: As soon as possible

Our friendly, popular and successful school with strong community links is seeking a reliable, trustworthy, skilled and hard-working Premises Manager. We are proud of our transformation a year ago, becoming a Primary School enjoying our modern, newly re-furbished site, which benefits from mostly new facilities and fittings.

Thakeham is a small school with 4 classes and currently 102 pupils on roll on a larger site shared with Steyning Grammar School. We are a strong, caring community of staff, governors, pupils and parents who work closely together with the best interests of the children at the heart of everything we do.

We are looking for an individual who will **really want to take care of our school**. The role involves opening up our school each day and undertaking a range of duties to ensure the school meets health and safety legislation and is a safe, clean and welcoming environment for the school community. With some knowledge of building maintenance and a willingness to undertake training, you will have a professional, friendly and helpful approach. We are hoping to recruit an individual who enjoys contributing to a team whilst able to work with minimum supervision.

The successful candidate must:

- be trustworthy and reliable;
- have a pro-active, enthusiastic 'can do' approach;
- be willing to go that 'extra mile' and take pride in what they do.
- have effective interpersonal skills and be a team player, inspiring confidence in their abilities
- have a proven track record of building maintenance, being confident and experienced/skilled in this;
- have a good understanding of health and safety or at least a willingness to train to ensure the school continues to meet statutory obligations;
- have green fingers to keep our flowerbeds and grass borders looking spick and span;

We can offer:

- fantastic premises, facilities and fittings that are mostly new
- a strong, supportive school community of governors, staff and parents
- ongoing training and professional development opportunities
- a forward looking positive approach
- the opportunity to work together as a team to further shape our school

Our school is committed to safeguarding and promoting the welfare of children and expects the staff team to share this commitment. This post is subject to a successful DBS, and satisfactory reference checks. Please contact the school office for further details, visits warmly welcomed.

Closing date: 9am Friday 15th March 2019 Interviews: Thursday 21st March 2019