



**Premises Manager  
25 hours per week  
Grade 6 (9 - 12) FTE £26,409 - £27,711  
Pro rata salary range £17,843 - £18,723**

We are seeking to appoint an enthusiastic and professional individual for the post of Premises Manager to join our friendly and committed staff team, working 25 hours per week all year.

During term time, the hours will be from 7:30am to 12:30pm Monday to Friday, and during school holidays there is more flexibility with when the hours are worked.

Your role is to provide an effective Premises Management service in all matters relating to the good operation of the school's buildings, grounds and equipment including maintaining high levels of cleanliness, general maintenance, security and Health and Safety.

More details of what the role entails and the type of person we are looking for can be found in the job description and person specification.

The ideal candidate will be:

- Someone who can ensure the school site is maintained to a high standard
- Can implement Health & Safety legislation and risk assessments
- Can carry out non-specialised 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
- Can prioritise work, meet deadlines and multi-task

St Wilfrid's is a church school with strong locality links and supportive parents and governors. We have well-behaved and enthusiastic children. We can offer you the chance to work with a team of dedicated, hardworking people who are passionate in their endeavour to provide for every individual child, ensuring that each child's talents and skills are developed and celebrated.

Visits to our school are welcomed and encouraged. To arrange a visit please contact the School Office on 01444 413707 or email [office@stwilfrids-hh.school](mailto:office@stwilfrids-hh.school). To find out more about us, please visit our website as well at [www.stwilfrids-hh.school](http://www.stwilfrids-hh.school).

If you are interested in the Premises Manager vacancy at our school, please complete an application form and email it to the Office email address. The application form is attached to this advertisement.



Our school is committed to safeguarding and promoting the welfare of children; all appointments are subject to an Enhanced DBS check. The post will also be offered subject to satisfactory references and safeguarding checks and the successful candidate will also be required to sign a declaration confirming that they are not disqualified from undertaking this work under the 'Childcare (Disqualification) Regulations 2009'.

Pay: NJC Grade 6 (Spinal Point Range 9 - 12)

Closing date: Thursday, 19 June 2025

Interview Date: Monday, 23<sup>rd</sup> June 2025

Start Date: TBC