



North Street
Langport
TA10 9RW
01458 250673
office@HEPS.ppat365.org

Premises Manager

Required as soon as possible

30 hours per week over five days term time and 4 weeks in the school holidays

Grade 14, points 4-6 pro rata, £12.65-£13.05 per hour, employers pension contribution of 24.4%

We are all looking forward to meeting our newest colleague who will ensure our children are educated in a fabulous and safe environment. We know that our school can only be as good as our staff team.

We are looking for a Premises Manager to care for our lovely school building and grounds. We would like someone who is organised, positive and likes to work in a friendly team. In agreement with the school, the hours can be managed flexibly.

The main responsibilities would be as follows:

- Taking pride in managing the general upkeep of the building and grounds to a high standard such as pressure washing, path clearance from ice and leaves etc.
- Undertaking a range of maintenance, decoration and minor repairs across the site such as putting up a shelf or changing a tap washer.
- Managing contractors for both scheduled and reactive works for major or specialist repairs, maintenance and decoration such as booking electrical or plumbing companies.
- Managing health and safety requirements through regular monitoring with meticulous record-keeping such as checking fire extinguishers are all in place and in good order.

Preston Primary Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and other pre-employment checks.

Please email office@HEPS.ppat365.org with your phone number to discuss the post in the first instance. Otherwise, please apply in writing by completing the application form available from the School website. Applications should be returned to the School Office by email or at the address provided above.

We may close this advert earlier than advertised if we find a suitable candidate before this date.

Closing date: Thursday 30 January 2025, 09:00