



St Michael with St Thomas Church of England Primary School

Job Title:	Premises Manager
Grade:	7 - 11
Contract Hours:	37 hours per week, all year, split shifts (7-10.30am & 2-6pm)
Contract:	Permanent
Salary:	£24,294 - £25,979
Start date:	November 2024

St Michael with St Thomas is a one form entry Church of England primary school based in Widnes, which has recently been recognised by Ofsted for its excellent provision in all areas. We nurture and care for our children in a Christian ethos, placing our children and their family at the centre of our work.

We are seeking to appoint a highly motivated person to the role of Premises Manager. The successful candidate will be responsible for the smooth running of the school site and will oversee the work of 2 cleaners, acting as their line manager. The Premises Manager will attend the site each day that the school is in use by normal users, as well as carrying out duties during holiday periods when holiday cleaning or building maintenance work is being conducted.

The successful candidate will:

- Be highly motivated and take pride in their work
- Be able to lead others and work as part of a team
- Be able to be flexible and deal with the ever-changing nature of the school environment
- Embrace our vision and values
- Take ownership of personal professional development
- Treat everyone with respect and dignity, promoting a culture of equal opportunities

Key responsibilities are:

- To be responsible for Health & Safety including keeping accurate and updated paperwork
- To be responsible for building maintenance, cleanliness and security
- To work with and oversee the cleaning operatives to ensure high standards of cleanliness are in place across the school
- To be responsible for the maintenance of furnishings, fixtures, plant and heavy equipment within the school premises
- To work with our external Health and Safety advisors to ensure continued excellent practice
- To undertake any training and development as directed by senior colleagues
- To engage with all our policies and procedures, including health and safety, data protection and our code of practice
- To comply with any reasonable request made by a senior colleague
- To undertake any other ad-hoc tasks as required

The school is committed to safeguarding and promoting the welfare of children/young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an enhanced DBS disclosure will be sought.

Application packs can be obtained from Paula Jones SBM at the school. Appointments can be made with Miss Slingsby the Headteacher to view the school by telephoning the school office.

Closing date for applications: Friday 11th October 2024 at 12 noon, please return to the school office or email to stmichaelwithstthomas@three-saints.org.uk

Interviews: Thursday 17th October 2024