



# Southwark Park Primary School

Headteacher: Mr Carl Vernalls

Deputy Headteacher: Mr Andrew Sinko

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<b>Position:</b>	Premises Manager
<b>Contract:</b>	36 hours per week, All Year Round
<b>Start Date:</b>	1 September 2024 or sooner
<b>NJC Pay Grade:</b>	Grade 6 (Spine point 9 -19)
<b>Salary:</b>	£30,309 - £35,313

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Southwark Park School is a fully inclusive two-form entry primary school in Bermondsey, South East London. Our latest Ofsted rating is *Good* with a grading of *Outstanding* in Personal Development. We believe very strongly that when children leave our school they should be confident, kind and tolerant individuals who have achieved their full potential academically and retain a love of and excitement in learning.

### We are looking for someone who can:

- Undertake minor repairs work, maintenance tasks, painting, decorating and small DIY projects
- Manage the daily running and upkeep of systems e.g. security, fire alarms, heating
- Manage external contractors and maintenance staff
- Establish and adhere to regular maintenance schedules
- Manage site Health & Safety and Fire strategies, ensuring that policies and procedures are up-to-date and put into practice
- Liaise and communicate with cleaning contractors
- Open/close the building at the start/end of the day
- Carry out daily health and safety checks at various times of the day

### An experienced applicant should:

- Be IT literate or keen to develop IT skills
- Have experience and training in one or more of; plumbing, electrical maintenance, general building maintenance or extensive DIY skills and is willing to learn further skills.
- Have experience of managing paperwork and maintenance schedules
- Have experience of managing Health and Safety for a site.

To apply, please visit the careers section of our website and download an application pack.

**Application Deadline:** 22 July 2024

**Interview Date:** 26 July 2024

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful applicant.***



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