



**Albion**  
PRIMARY SCHOOL  
Inspiring children today for tomorrow's world

**Albion Primary School**

**Albion Street,**

**London SE16 7JD**

**Tel: 020 7237 3738**

**Headteacher Karl Bardouille**

[finance@albion.southwark.sch.uk](mailto:finance@albion.southwark.sch.uk)

[www.albionprimaryschool.co.uk](http://www.albionprimaryschool.co.uk)

**@AlbionPrimary**

## **PREMISES MANAGER**

**FULL TIME POST**

**SALARY: GRADE 6 POINT 9 – 16 (£30,309 - £33,717)**

**36 HOURS PER WEEK, ALL YEAR ROUND (52 WEEKS)**

**TO START: JULY, AUGUST OR SEPTEMBER 2024**

**FIXED TERM CONTRACT**

We are offering an exciting opportunity for an experienced, enthusiastic and dynamic Premises Manager to join our vibrant team at Albion Primary School, London. Leading the Premises Assistant and cleaning team, you will be responsible for the delivery of statutory and non-statutory maintenance across the school. We are seeking applicants who have the ability to self-evaluate, show attention to detail and have the following experience:

- Working within a managed budget
- Record keeping and reporting
- Leading teams
- Dealing with HR issues
- Managing Health & Safety
- Facilities Management Operations
- Able to use a range of IT packages
- DIY skills
- Prioritise, plan and organise, direct and coordinate the work of others to build, support and work with high performing teams

You may also like to take the following into consideration:

- A variation of working pattern and hours (shifts) may occur due to the introduction of letting the school premises.
- Willingness to constructively challenge the work of self and others to continually improve own and team performance
- Ability to work under pressure and meet deadlines
- Seek advice and support where necessary
- Open minded and receptive to new ideas, approaches and challenges
- Deal sensitively with people and resolve conflicts

If you have experience in the following, we would love to hear from you:

- Ensuring that the school site is maintained in a safe, clean and secure condition as required, and undertaking such tasks as may be necessary for effective site management.
- Carrying out basic cleaning, building maintenance and repairs including emergency
- Carrying out daily, weekly, monthly tasks in the agreed time frame
- Understanding your role and responsibility within the organisation's health and safety structure
- Basic understanding of how fire, electrical, and mechanical system works
- Keeping all grounds and buildings secure including acting as a key holder for locking up
- Willing to undertake development courses and progress within the organisation

Albion Primary School is a happy, inclusive and creative school where children thrive and where innovation, initiative and creativity are encouraged. It is a popular 2 form entry school located in South-East London, Rotherhithe, next to the River Thames. Our children are exceptional and keen to learn and all members of our school community are valued.

**We offer:**

- Well behaved children who have a love of learning at our school
- A friendly and supportive team with high morale who all champion children's well-being
- A very well resources and attractive environment
- Exceptional CPD opportunities through our tailored programme
- A strong ethos of high expectations and challenge for the whole community
- Excellent professional development and career enhancement opportunities
- Excellent induction and a support programme for all staff new to the school
- Possibility of support towards achieving further qualifications and vocational training
- A chance to work in a diverse, inclusive and vibrant community with excellent transport links

This is an exciting time to join our school. If this role sounds like the job for you and if you would like any more information, please do not hesitate to contact Mick Redden-Owen, our School Business Manager – [finance@albion.southwark.sch.uk](mailto:finance@albion.southwark.sch.uk) . For a confidential discussion about this post with the Headteacher, please contact the school on 02072373738 of [headteacher@albion.southwark.sch.uk](mailto:headteacher@albion.southwark.sch.uk) .

The role is linked to and subject to school funding and therefore will be fixed term for 1 year in the first instance.

**Closing date: Monday 3<sup>rd</sup> June 2024, 12.00pm (noon)**  
**Interviews: Wednesday 12<sup>th</sup> June 2024**

Application packs are available to download from this advert, by email or from our website.

## **CVs will not be accepted.**

*The school is registered in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) as currently set out in the Data Protection Bill. The school is required to share some data with the Local Authority and the DfE.*

*Albion Primary School is committed to safeguarding and promoting the welfare and well-being of young people and expects all staff and volunteers to share this commitment.*

*Albion Primary School is a Safeguarding school. The successful applicant will be subject to appropriate checks and undertake an enhanced DBS and where appropriate to the post, a requirement to complete a Childcare Disqualification declaration.*

*Applicants will be considered on the basis of suitability regardless of sex, race, marital status or disability. Disabled applicants who meet the essential criteria will be interviewed.*