



ELLEN WILKINSON PRIMARY SCHOOL

'Learning to grow and succeed together'

Premises Manager

Scale 5

(To start as soon as possible)

We are a popular two form entry primary school with a Children's Centre and private childcare, and so our site is in use 51 weeks a year. We are looking for someone to care for our school and who truly believes that the children in our community deserve the very best environment in which to learn.

The successful applicant will be required to work an agreed shift pattern including occasional evenings and weekends.

Please note that this is a non-resident post and the shift pattern will be reviewed after 6 months and may be subject to amendment.

Do you want to:

- Work in a happy and friendly school?
- Be responsible for maintaining and developing a beautiful learning environment?
- Join a hard working and supportive staff team?
- Be able to shape the future development of the site?
- Give our children and families a place they can be proud of?

We are looking for a premises manager who is:

- Honest & reliable
- Proactive & uses their initiative
- Aware of the importance of safeguarding and security
- Committed to high standards
- Experienced in a range of maintenance skills
- Able to work as part of a strong team
- Prepared to be the main key holder

We can offer:

- An exciting multi-cultural school community with wonderful children and staff
- Work in a stimulating, modern and well-maintained environment
- Excellent professional development

We strongly encourage candidates to arrange an informal visit to our school to discuss this post.

The successful applicant will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

To request an information pack and application form please contact Lynn Wilson on:

Tel: 0207 511 9414/ 9440

Email: info@ellenwilkinson.newham.sch.uk

Alternatively application forms are available on the Newham website: <https://www.newham.gov.uk>

Or the schools website: www.ellenwilkinson.newham.sch.uk

PLEASE NOTE ALL POSTAL APPLICATION FORMS SHOULD BE SENT DIRECTLY TO THE SCHOOL. Only applications submitted on the borough's application form will be considered. We welcome applications regardless of age, gender, ethnicity or religion.

Closing date: 17.03.2017

Interviews: week beginning : 27.03.2017