



'No limits to Learning!'

Ready    Respectful    Safe

Wraysbury Primary School

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Staines,  
TW19 5DJ.

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# Premises and Facilities Manager Required for as soon as possible

Scale 5 point 12-17: Actual salary £29,789 - £32,315

**Full-Time; 37 hours per week**

We are looking to appoint an excellent Premises and Facilities Manager as soon as possible.

Wraysbury Primary School is a growing school on the edge of Windsor and Maidenhead, Surrey and Slough. We are seeking a Premises and Facilities Manager who, under the direction of the Deputy Headteacher and School Business Manager, will assist with daily management of the school premises.

**Duties will include:** working with the caretaker to manage the security of the site and be a keyholder, manage the Health and Safety of the site, undertake repairs and maintain the high standards of the site, have a strategic input into premises decisions.

We are looking for someone who is a team player, able to juggle priorities and is used to working in a busy environment. Excellent interpersonal skills are essential as well as experience of managing a team and the ability to be flexible. You will be physically fit and able to work under your own initiative. A specialist skill such as carpentry, plumbing, electrical, is an advantage.

Please contact Amy Wilson, School Business Manager, for an application pack.

**Please note that all applications must be made on the school application form.**

To request an application pack please contact Mrs Wilson, School Business Manager, on the above mailbox. Informal visits are warmly welcomed, please contact the school to make an appointment with the Headteacher.

**Applications will be considered upon receipt and therefore the advert may close before the scheduled closing date; closing date Thursday 3<sup>rd</sup> April @ 09:00am.**

*The school is committed to safeguarding and promoting the wellbeing of children. This post is subject to an Enhanced Criminal Records check for the successful candidate. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief.*

**Motivated**

**Proud**

**Inclusive**