



Perivale Primary School

Federal road
Perivale, UB6 7AP

Tel: 0208 997 0619, Email: recruitment@perivale.ealing.sch.uk

Premises/Site Manager

Required : ASAP

Monday – Friday, 35 hours per week

Permanent Contract, all year round,
(occasional evening work may be required)

Grade 7/ Spinal Column 23-25

£30,726-£31,698 (Incl. Ealing Supplement & London Weighting)

Are you a capable, skilled and highly motivated Site Manager who is committed to providing excellent customer service? Would you like to join our warm, welcoming, and high achieving committed staff team.

Perivale Primary School is an outstanding, vibrant two form entry primary school situated in Perivale/Ealing.

As our Premises Manager, you will be responsible for the management and supervision of all site issues, including health and safety compliance, building security, contract monitoring, liaison with contractors, management of cleaning staff and maintenance of site records. The successful candidate will have a proven track record in premises maintenance or within the building industry and will be able to effectively utilise a range of skills in order to manage and ensure the smooth running of all day to day premises activities.

We can offer you:

- excellent opportunities for CPD
- a friendly, creative, hardworking and committed staff team.
- a real opportunity to make a positive impact.
- a strong commitment to staff health & wellbeing
- a fantastic building with extensive grounds with free onsite staff parking facilities and excellent transport links.

We are seeking a professional who:

- has a high level of literacy, IT skills and the ability to manage and maintain accurate records
- has experience of premises management and supervision of staff
- has excellent communication skills and personal presentation
- can manage their own workload and contractors effectively
- has high professionalism, energy and dependability.

For more information about our school please visit our school website at

<http://www.perivale.ealing.sch.uk>. If you have any questions or queries, please do not hesitate to contact the school on 0208 997 0619 or email us at recruitment@perivale.ealing.sch.uk.

Application packs are available on our website <https://www.perivale.ealing.sch.uk/our-school/careers/>. Please return your completed application form to recruitment@perivale.ealing.sch.uk

The London Borough of Ealing is an equal opportunities employer. Perivale Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Enhanced DBS & background checks will be undertaken prior to the suitable candidate being appointed.

Closing date for applications: Monday 17th January 2022

Interviews are planned to take place week commencing: 24th January 2022