



# Chertsey Nursery School

## Premises Manager

We have an exciting opportunity for an enthusiastic and self-motivated individual to join our team at Chertsey Nursery School.

We are looking to recruit a Premises Manager who will play a crucial role to safeguard our children, but also manage a variety of health and safety projects within the school.

As a Premises Manager, you will be expected to:-

- Have keyholder responsibilities
- Carry out day-to-day maintenance and minor repairs
- Communicate effectively with senior leaders to ensure projects are completed on time
- Ensure the building and grounds are secure
- Carry out a variety of functions vital to the health and safety of the building
- Project manage and source contractors for buildings and premises, and liaise with contractors as directed

20 hours per week

15 hours per week to be worked Monday to Friday 3pm – 6pm

5 hours to be worked flexibly depending on projects and need

42-week contract

**Start date:** Monday 17<sup>th</sup> April 2023

**Salary:** Surrey Pay Scale S5 FTE £23,243 pro rata

**Closing date for applications: 12 noon on Thursday 16<sup>th</sup> March 2023**

For further details, information and application form visit our website  
[www.chertsey.surrey.sch.uk/job-vacancies](http://www.chertsey.surrey.sch.uk/job-vacancies) or contact Anita Cheeseman  
[head@chertsey.surrey.sch.uk](mailto:head@chertsey.surrey.sch.uk)

Chertsey Nursery School is committed to safeguarding and promoting the welfare of children, young people families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced check by the Disclosure and Baring Service.