

Premises Manager

Salary: Scale P01 (Point 30 - 31) £39,615.00 -
£40,503.00 per annum - (52 Weeks)

Contract: Permanent

Location: Woodberry Down Community Primary School,
Manor House, London



The New Wave Federation consists of 3 high performing and innovative primary schools in Hackney, London. In all our schools we have a passion for high standards and want all our children to achieve their potential and be inspired to go beyond that. This position is based at Woodberry Down Community Primary School.

We are looking for a conscientious, organised, highly motivated and flexible Site Manager to join our reliable Premises Management Team. You will be responsible for management of the property and dealing with caretaking and site management issues. The role includes maintaining the internal and external fabric of the schools premises as a safe working environment.

The successful candidate will be energetic, flexible, be able to work as part of a team, as well as having a good sense of humour. The ability to function calmly under pressure is essential.

Your communication skills will enable you to build a friendly and professional relationship with staff, pupils and parents. Our school is vibrant, diverse and inclusive. There are challenges but also great rewards in the work here. If you are an effective communicator, have vision, energy and believe that every child can and will succeed, we would like to meet you.

HOW TO APPLY: Please download and complete the Hackney Education application form to be considered for this role, packs are also available at: <https://education.hackney.gov.uk/jobs> or from the Federation Business Manager, Ms Alia Choudhry: achoudhry@newwavefederation.co.uk or **0207 254 1415**.

Visits to the school are warmly welcomed and encouraged so please contact the school office to make an appointment.