Leechpool Primary School

…breathing life into learning…to be the best we can be…

01403 210233

Reception@leechpool.w-sussex.sch.uk

www.leechpoolprimaryschool.co.uk

Leechpool Lane, Horsham, West Sussex, RH13 6AG

Acting Co Headteachers: Mrs H Smith & Mr E Law

School Premises Manager

Post	Premises Manager
Salary	NJC Grade 5 or Grade 6 (£27,274 - £28,153) Depending on experience and qualifications. The successful candidate will be appointed to the appropriate grade based on their skills, knowledge and relevant experience.
Required	4th January 2027
Contract	37 hours per week - All year round. Ideally, the role will be worked over an afternoon-based pattern (approximately 11am to 6pm) but we are happy to discuss alternative working.

Closing date for applications: Monday 30 November 2026 – 9am
Interviews: TBC – Wednesday 2nd, Thursday 3rd or Friday 4th December 2026

Leechpool Primary School is seeking a Premises Manager to ensure that the whole school environment is maintained to a high standard. This role includes caretaking, maintenance and occasional cleaning duties. The post holder will be responsible for overseeing and monitoring all maintenance and cleaning work carried out on site, liaising with contractors as necessary, and ensuring the security of the school buildings, grounds and property. The premises manager will also be responsible for supporting and promoting compliance with all relevant Health and Safety legislation and guidance, working closely with the Local Authority and other external agencies to maintain high standards of health, safety and site management across the school. This includes ensuring that required inspections, checks, risks assessments and statutory maintenance activities are completed and recorded appropriately.

We are looking for someone who:

- Is hard working, self-motivated and pro-active
- Can use their own initiative and be versatile, flexible and solve problems
- Has a good work ethic and time management skills
- Have ability to maintain good relationships with staff and the wider community
- Is robust and can deal with high expectations and demands being placed on them
- Possesses a range of building maintenance, D.I.Y, caretaking and gardening skills
- Is passionate about maintaining and developing the premises of the school

In return, we offer:

- CPD opportunities. Full training will be given to the successful applicant in all aspects of the work to be undertaken
- A supportive, collaborative team culture that values wellbeing and professional growth

We are fully committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to satisfactory references and an enhanced DBS check.

Visits to the school are warmly welcomed. Please contact the school office at reception@leechpool.w-sussex.sch.uk to arrange a convenient time.

For further information, please visit our website at www.leechpoolprimaryschool.co.uk or contact the School Business Manager at sbm@leechpool.w-sussex.sch.uk



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Job description

Responsible to: Head Teacher and School Business Manager

Purpose of the Role

To lead the effective management, maintenance and security of the school site, ensuring a safe, compliant and well-presented environment for pupils, staff and visitors, in line with Health and Safety requirements and Local Authority standards.

Duties and responsibilities

Maintenance

- Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is high (including daily boiler checks, weekly Fire alarm checks and monthly Emergency Lighting, water temperature and ladder checks)
- Carry out basic toilet repairs such as flush valves and seat repairs
- Painting and decorating to a reasonable standard
- Organise and carry out minor decoration programme, minor improvement works e.g. erecting shelves, notice boards and to undertake appropriate repairs e.g. redecorating and fixing
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds
- Ensure the responsible operation, care and maintenance of all equipment and tools and to ensure that proper safety standards and requirements are applied
- Operation and maintenance of heating plant and lighting systems
- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter-picking, animal fouling, leaf sweeping
- Liaise and monitor performance of contracts (Cleaning and ground maintenance)
- Ensure specialist sports equipment is maintained in accordance with specified standards

Health and Safety

- Advise the Headteacher on all relevant Health and Safety regulations and to advise on any issues contravening or affected by those regulations and to have special responsibility for public safety, accident prevention, reporting and investigation, fire drills, alarms and/or systems.
- Ensure that all relevant Health and Safety rules and regulations (including the WSCC Code of Safe Working Practice) are complied with.
- Undertake safety audits of the premises including Risks Assessments
- Organise and carry out the electrical testing of portable electrical appliances and to maintain the appropriate records
- Update asbestos register as necessary
- Provide safe access to the school in times of snow, minor floods and similar emergency conditions

Support for the school

- Always ensure all adequate security of buildings and premises and to comply with any special security requirements
- Maintain securely a full set of school keys and operate the school key register system
- Recommend any suitable and appropriate improvements to the security of the building and to report any breaches of security
- Coordinate deliveries to the school
- Undertake the preparation of the premises for the school events, reception of visitors, car parking, etc
- Undertake the maintenance of the school gardens/flower beds not covered by the ground maintenance contract
- Maintain all relevant logs, records and information as required by the Headteacher and School Business Manager
- Attend meetings, training courses and study days as directed by the Headteacher and the School Business Manager
- Undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school

Leechpool Primary School is committed to creating an inclusive, supportive environment where staff are valued, supported, and encouraged to grow professionally. We welcome applications from passionate individuals eager to make a positive difference in our vibrant school community

Person Specification

Attribute	Essential	Desirable
Qualifications		• NVQ 3 or equivalent • Good numeracy/literacy skills / GCSE • Specific training in specialist area
Experience	• Caretaking/site-keeping experience in a school or similar environment	• Have experience in working in a trade setting such as painting, plumbing or carpentry
Knowledge	• Knowledge of Health & Safety procedures and legislation • Have completed training courses relevant to facilities management, such as Manual Handling, Work at heights, COSHH, Legionella control, etc	• Willingness to develop an already effective working knowledge ICT
Skills and Abilities	• Able to communicate well with children and adults • Able to be flexible to suit needs of the Headteacher/SBM • Able to work as part of a team • Able to organise their time, prioritising workload, meeting deadlines for tasks	• Ability to self-evaluate learning needs and actively seeking learning opportunities through training

About Leechpool Primary School

Leechpool Primary School is a large, friendly, vibrant school for children from 4 to 11 years old, situated in north-east Horsham. There are two classes in each year group, with no class having more than 30 pupils. We also have a 30-place nursery within the school grounds which is open 5 days a week.

At Leechpool, we are dedicated to creating a vibrant, inclusive, and nurturing environment where every child feels valued, empowered, and ready to thrive. Through a high-quality, innovative curriculum, we inspire curiosity, creativity, and a lifelong love of learning.

We believe in the power of collaboration and the strength of our learning community. We set high expectations for ourselves and others, embracing a growth mindset where perseverance and resilience pave the way for progress.

Central to our vision is **wellbeing**—we foster an environment where children feel safe, supported, and empowered to be their best selves. We promote empathy, kindness, and emotional resilience, enabling children to develop essential life skills that prepare them not just for the next year group or secondary school, but for adulthood and the challenges of a diverse and evolving world.