

Portman Nursery School and Church Street Family Hub
12-18 Salisbury Street,
London NW8 8DE

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We are looking for a Centre Premises Manager to join our friendly staff team

Portman is in the heart of London, near to Marble Arch and to the shopping area of Oxford Street. Portman serves a diverse community in the north west of the city. Portman is well placed as the lead setting for the Church Street Children's Centre.

The successful applicant will be responsible for the cleanliness of the building and for the maintenance and general up keep of the centre's premises.

Post:	Premises Manager
Responsible to:	Head Teacher, Head of Centre
Hours:	7.30am -11.30am and 2.30pm to 6.00pm
Salary:	Band 1 Step 4

Job Description

To ensure the safe, secure, clean, and effective operation of the Children's Centre and Family Hub premises. The Premises Manager is responsible for the day-to-day management of the building, including opening and closing procedures, health and safety compliance, maintenance coordination, room setup, security, and supporting the smooth delivery of services for children, families, staff, and partner agencies.

Key Responsibilities

Building Operations

- Open and secure the centre each day in accordance with agreed procedures.
- Carry out daily inspections of the premises, identifying and addressing any issues that may affect safety or service delivery.

- Ensure the building, grounds, and facilities are maintained to a high standard. Monitor heating, lighting, water systems, and other building services to ensure efficient operation.
- Act as the main point of contact for contractors and maintenance providers.

Health and Safety

- Maintain compliance with all health and safety legislation, policies, and procedures. Conduct regular health and safety checks, risk assessments, and site inspections.
- Ensure fire safety procedures are followed, including testing alarms, emergency lighting, and maintaining evacuation records.
- Report and address hazards promptly and maintain accurate records. Support accident and incident reporting processes

Room and Equipment Setup

- Prepare rooms and activity spaces for daily programmes, meetings, training sessions, and events.
- Set up and store equipment, furniture, and resources safely and efficiently.
- Ensure all equipment is maintained, checked regularly, and fit for purpose.
- Support staff and external partners with room layout requirements.

Security

- Ensure the security of the building, grounds, equipment, and resources.
- Monitor access to the premises and report any security concerns.
- Manage key holding responsibilities and alarm systems.
- Respond appropriately to emergencies or out-of-hours incidents as required.
- Maintenance and Cleaning
- Undertake minor repairs and maintenance tasks where appropriate.
- Coordinate and monitor external contractors carrying out repairs or servicing.
- Oversee cleaning standards and liaise with cleaning staff or contractors.
- Maintain stock levels of cleaning materials, maintenance supplies, and site equipment.

General Centre Support

- Contribute to the smooth daily operation of the Children's Centre and Family Hub.
- Assist with the preparation of the centre for inspections, audits, and special events.
- Support the centre team in creating a welcoming, safe, and inclusive environment for children, families, visitors, and staff.
- Undertake other reasonable duties commensurate with the role as requested by management.

Person Specification

Essential

- Experience of premises, facilities, or site management.
- Knowledge of health and safety legislation and safe working practices.
- Ability to carry out basic maintenance and repair tasks.
- Good organisational and time-management skills.
- Ability to work independently and use initiative.
- Good communication and interpersonal skills.
- Ability to maintain accurate records.
- Willingness to undertake relevant training.

Desirable

- Health and Safety qualification (e.g. IOSH, NEBOSH or equivalent).
- Experience working within an educational, childcare, community, or public sector setting.
- Fire safety, first aid, or manual handling training.
- Knowledge of safeguarding principles within children's services.
- Safeguarding

The school is committed to safeguarding and promoting the welfare of our children. This position is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be required to undertake an enhanced DBS disclosure.

The Recruitment Process

- All applications will be considered and a shortlist drawn up.
- Once the Selection and Interview Panel have come to a decision all interviewees will be contacted to let them know if they have been offered a position.

An offer of employment is conditional upon receipt of satisfactory pre-employment checks, including references, DBS, right to work in the UK, overseas checks (if applicable) and clarification of gaps in employment history.

Portman Nursery School is committed to eliminating discrimination and encouraging equality and diversity amongst our workforce