

# Premises Manager – based at St Peter's



Required for January 2021 or sooner

Salary Grade 6/7 SP 18-25 (from £27,977)

Contract Full Time 36 hours pw

Caretaking role with oversight of two South Croydon based primary schools

## Dual site supervision and management role

An opening has arisen for an organised, practical and dedicated manager, with full responsibility for safety and maintenance at ST PETER'S PRIMARY SCHOOL, plus oversight of the staff and facilities at another trust school 5 minutes away, PARK HILL JUNIOR SCHOOL. Both schools have recently undergone extensive modernisation and building programmes and you will be joining a supportive Estates team operating across the multi academy trust.

The responsibilities will include: Security; Caretaking; General Maintenance; supervision of Cleaning; generally pre-empting issues and dealing responsibly with challenges as they arise on the site. The role requires use of Information technology for emails and management of our online monitoring system Every Compliance Management. All training on this system will be provided.

All our school sites need to be maintained as a safe and pleasant working environments that encourage young people to learn and have a pride in their school. Further details of the duties are listed in the Job Description in the Candidate Pack available for download on <http://www.folio-education.co.uk/Current-Employment-Opportunities>

The MAT comprises an established, outstanding boys' grammar with mixed sixth form, a primary school, a junior school and a brand new secondary phase, comprehensive free school, Coombe Wood School: the last opened in 2018, comprising state-of-the-art £35M school buildings and sports complex.

## Application Procedure

Please download the candidate pack and application form or visit

<http://www.folio-education.co.uk/Current-Employment-Opportunities>

For enquires about the role please contact Paul Simpson on [psimpson@foliotrust.uk](mailto:psimpson@foliotrust.uk)

Please email your completed applications to [careers@cws.foliotrust.uk](mailto:careers@cws.foliotrust.uk) in compliance with safer recruitment guidelines CVs will not be accepted.

**Closing Date: Monday 7<sup>th</sup> December**

**Interviews: From 9<sup>th</sup> December onwards - please apply promptly**

## Safeguarding

Folio Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check, medical screening, confirmation of right to work in the UK and all other pre-employment checks in line with safer recruitment requirements.

The Candidate Privacy Notice ("Privacy Notice") is published on our web site

<http://www.folio-education.co.uk/Current-Employment-Opportunities>

## Equal Opportunities

At Folio Education Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.