

Market Harborough CofE Academy
Premises Manager
37.5 hours per week, 52 weeks a year
7am – 3:30pm Monday to Friday
Pay Grade 7 - £25,996 per annum.

Are you looking for a challenge? Would you like to make a difference to our school communities with a particular focus on maintaining our school site and keeping it safe and clean? If so, then we would welcome an application from you!

An exciting opportunity has arisen at Market Harborough CofE Academy for a Premises Manager to join our welcoming school communities. We are looking for a hardworking, friendly, and dedicated person with a range of practical skills.

The successful candidate will have high standards and expectations, take pride in their work, be proactive and must also be willing to work in a fast-paced environment. There is a need to also respond and react to daily demands as well as to be able to plan ahead! The role will be varied and will include day to day responsibility for maintenance, security (incl. unlocking the school site), health and safety and general administration of the school sites, its grounds, buildings, facilities, and equipment and liaising with contractors.

The successful candidate will have a good level of IT, literacy and numeracy skills as accurate records need to be kept. An understanding of health and safety and security will be needed or there should be a willingness to learn. You will be supported with a thorough induction and training program to enable you to build an understanding of the day-to-day tasks that take place. A commitment to being a team player who can contribute to a friendly and supportive working environment that we have at our schools is essential.

In return, we can offer you friendly staff who care about you and respectful and well-behaved children who look after their environment. Working hours will be 7am – 3.30pm Monday – Friday.

We also offer flexibility on working patterns during school holidays. This is an all-year-round position (not term-time only) with 26 days annual leave (rising to 31 days after 5 years of local authority continuous service).

To apply please complete the application form on MyNewTerm.

Learn-AT Multi Academy Trust is committed to promoting equality, valuing diversity and creating a scandalously inclusive Trust. We are determined to ensure all our stakeholders flourish and succeed. We aim to foster a culture where all are valued and respected. We acknowledge and celebrate all protected characteristics. We endeavor to remove all barriers to learning and participation.

We are committed to safeguarding and promoting the welfare of children and young people. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references (these will be requested if you are shortlisted) and successful completion of vetting.

Learn-AT Multi Academy Trust is a Disability Confident employer and are committed to recruiting and retaining a diverse workforce and candidates with a disability who meet the essential job criteria will be given an opportunity to demonstrate their abilities at interview.

Closing Date: 3rd January 2024

Interviews will be held on the morning of 9th January 2024.