

## **PREMISES MANAGER**

**Fixed Term Contract**

**Required Part time up to 20 hours per week**

**Grade 7, SCP 25 - £17.59 per hour**

**Start Date: 1<sup>st</sup> January 2024 – 31<sup>st</sup> August 2024**

The Trust is looking to appoint an experienced and effective Premises Manager to join the team for this newly created role. You will be based at St Cecilia's C of E Primary School and work collaboratively with the other schools within the Trust. The Keys is a local multi academy trust comprising ten primary schools.

### **We are looking for someone who is:**

- Highly motivated, dynamic, enthusiastic, committed and is flexible in all areas including working hours
- Able to work through problems and undertake tasks which will often need a hands-on approach to ensure a safe environment for the school community
- Confident dealing with all members of the school community including internal customers, external customers and contractors
- Well organised, can prioritise their busy workload and enjoy working in a fast-paced environment
- Knowledgeable of relevant Health & Safety legislation
- Willing to contribute to the overall ethos, work and aims of the Trust and its schools

### **We are able to offer:**

- An experienced, friendly and dedicated team of staff
- Active and supportive parents, governors and trustees
- Relevant training and network opportunities
- Opportunity to grow your career within the Trust

If this is the job for you, please contact [recruitment@st-cecilias.wokingham.sch.uk](mailto:recruitment@st-cecilias.wokingham.sch.uk) or phone 0118 3240668 to request a job description, person specification and application form. Visits are warmly encouraged.

*The Keys Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be sought from the successful candidate.*

Closing date/time for applications is: **Friday 8<sup>th</sup> December 2023**

**Please note, applications will be considered on receipt**

Interviews will be held: **Week Beginning Monday 11<sup>th</sup> December 2023**