ST BERNARD’S HIGH SCHOOL

A Catholic Academy for Arts and Science

**PREMISES MANAGER**

**Full-time - 37 hours per week, 52 weeks a year (including additional hours at the weekend when required)**

**Scale 21 - 28 (£32,115 - £37,938)**

**September 2023 Start**

**Calling all team leaders – we are looking to recruit a Premises Manager to manage our Premises Team and Cleaning staff.**

The role will be challenging at times so you will need to be organised and adaptable to issues that might arise. You will manage our Premises Team and Cleaning staff across the school, resolving issues quickly and effectively to maintain a safe, clean, secure and pleasant learning environment for students, staff and visitors.

As part of the Premises team, you will take responsibility for the maintenance and security of the site, ensuring a safe environment, be responsible for site security, Health & Safety maintenance and lettings alongside the Senior Caretaker and Premises Team.

The successful candidate must have a proven track record in a maintenance role ideally working within a school or similar environment.

St Bernard's High School is a Catholic girl’s school from Years 7-11 with a

co-educational mixed Sixth Form. Our school is ranked one of the top schools in Southend, and we are in the top 20% of schools across the country for our progress with students and our outcomes. It is a warm and welcoming school where our Catholic values underpin our day to day life.

All new staff are supported within the positive ethos of this happy and high performing school, and to this end all staff complete an applicable induction training programme. The community at St Bernard’s welcome applications from those of all faiths or none.

**Please complete a non-teaching application form which can be found on our website under School Information/Vacancies, and email it to** [**recruitment@stbernards.southend.sch.uk**](mailto:recruitment@stbernards.southend.sch.uk)**.**

**Please note that CVs will not be accepted.**

**Closing Date: 8 May 2025, 4.00pm**

**Interviews: w/c 12 May 2025 or w/c 19 May 2025**

*We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.*

Please contact the HR department for further information on [recruitment@stbernards.southend.sch.uk](mailto:recruitment@stbernards.southend.sch.uk)

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.*