



St Ursula's Convent School

A Humanities College and Teaching School

Premises Manager

Immediate start

Grade PO1 / scale point 27-30

Starting salary £31,468 + London weighting = Total salary £33,324pa

Contracted hours 35 per week / 52 weeks per year

The Governors of St Ursula's Convent School are seeking to appoint a vibrant and enthusiastic Premises Manager to lead on day-to-maintenance and site management. The successful candidate will be responsible for the maintenance, cleaning, security, heating, health & safety, and the general well-being of the school, the site and its occupants in line with guidance and relevant legislation. They will be responsible for the line management of the Premises Assistant and supervise the quality of work provided by contractors, including grounds maintenance and cleaning staff.

We are an Ofsted outstanding, oversubscribed Catholic girl's school situated in Greenwich, London. Our beautiful site comprises of a mixture of new and aging buildings. Students at St Ursula's are very well behaved and the Catholic ethos of the school encourages a very pleasant working environment.

The appointed candidate must be flexible in their approach to working hours to ensure that the building remains open for early morning, evening and weekend events when required. They will also be the First key holder, charged with dealing with out of hours emergencies.

St Ursula's is an outstanding, highly oversubscribed Catholic girl's school with a reputation for excellence. We are strongly committed to the ongoing professional development of all staff. We are committed to safeguarding and protecting the wellbeing of children and young people and expect all staff to share this commitment. An enhanced DBS is required for all successful applicants.

Full details including our support staff application form can be found on the school website www.stursulas.com. Completed applications and / or any enquiries should be sent to Luisa Element, PA to the Headteacher lelement@stursulas.com

Please note that we are only able to accept fully completed school application forms, stand-alone CVs will not be accepted. The deadline for applications is **12 noon on Friday 25 February** but this may close early if we received a large number of applications.

Closing date: Friday 25 February 2022 **Interview date:** Week commencing 28 February 2022

