



St Ursula's Convent School

A Humanities College and Teaching School

Premises Manager

Start date – January 2024 (or as soon as possible after)

Grade PO1 / scale point 27-30

Salary £36,138 - £38,607 per annum depending on experience

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 Officers and supervise the quality of work provided by contractors, including grounds maintenance and cleaning staff.

Our beautiful site, based in Greenwich, comprises of a mixture of new and aging buildings. A fantastic location with excellent transport links including the DLR, Elizabeth line and main line railways.

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 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 recruitment@stursulas.com. Please note that we are only able to accept fully completed school application forms, stand-alone CVs will not be accepted.

Suitable candidates may be interviewed on receipt of application.

