

## **Brent Knoll School**

### **Premises Manager**

Salary details: PO1. £36,579- £38,148 all year round

### **The Role**

#### **Premises Manager for Brent Knoll School**

### **Location**

Brent Knoll School  
Perry Rise  
London  
SE23 2QU

### **What we are looking for**

We are looking for a capable, enthusiastic, problem solving, highly organised and skilled Premises Manager with good knowledge of Health and Safety and evidence of excellent communication skills and a can-do attitude.

The Premises Manager will lead the strategic development, general maintenance and upkeep of the buildings, premises, and grounds of Brent Knoll School to ensure we are providing a safe, secure, clean and warm environment for pupils with SEND, staff and visitors.

Working to the direction of the Senior Leadership Team the Premises Manager will be responsible for carrying out the duties of the post with regard to the Local Authority and school's equal opportunities policies and shared values.

The Premises Manager will be on site during working hours unless his/her duties are required elsewhere.

The post holder will work closely with external contractors so as to affect a coordinated and timely service at the school.

The postholder will line manage and monitor the work of external contractors and/or the assistant premises officer.

## **Further Information**

Brent Knoll School is an all age (4 – 16 years) special school for children with a range of special educational needs. The majority of pupils have social and communication difficulties, including autism. In September 2015 the school moved to a brand new purpose built building with outstanding facilities which have provided new and exciting opportunities for enriching the curriculum and learning.

Staff at Brent Knoll benefit from an excellent team ethos. We are committed to the well being of our staff. We encourage all staff to be active in their professional development and opportunities will be provided to further develop skills and knowledge through training.

At Brent Knoll we are committed to safeguarding and promoting the welfare of our young people and expect all staff to share this commitment. Appointments are subject to the completion of an enhanced DBS check and receipt of satisfactory references.

## **Salary Details** - PO1 (£36,579 - £38,148)

This is a permanent all year-round post (NOT school term time only) at 35 hours per week. Working hours to be determined on appointment. Holiday allowance is in line with Lewisham Annual Leave entitlement based on length of service.

## **Further Information**

For more information please download the job description attached.

## **How to Apply**

The application form and safer recruitment form must both be completed and emailed to [hr@brentknollschool.co.uk](mailto:hr@brentknollschool.co.uk) or sent by post to Brent Knoll School Perry Rise, London SE23 2QU

## **CVs are not accepted**

If you would like to visit the school or ask any questions about the role please contact Gemma Brownhill, School Business Manager on [hr@brentknollschool.co.uk](mailto:hr@brentknollschool.co.uk)

## **Closing Dates**

Closing Date for applications: Monday 6 June 2022

Shortlisting: week commencing 6 June 2022

Interviews: week commencing 13 June 2022

(these dates can be subject to change)