Job Description

Post Title	**Deputy Premises Manager**
School / Organisation	Avanti Schools Trust
Location	Avanti House Secondary School
Grade	Grade 5, £31,593 - £34,194 per annum
Hours	Full time, 40 Hours per week
Contract Type	Permanent
	Year-round
Reports to	Area Manager (Harrow)
Preferred Start Date	December 2026

MAIN PURPOSES OF THE JOB

- The Deputy Site Manager will be responsible for the maintenance, upkeep, and repair of facilities within a single school.
- The role requires an individual with excellent organizational and communication skills, a strong knowledge of facilities management, and experience in managing maintenance operations.
- The Deputy Site Manager will assist the Area Site Manager in ensuring that the school's facilities are well-maintained, safe, and conducive to learning.

RESPONSIBILITIES OF THE JOB

- Assist the Site Manager in overseeing the maintenance, cleanliness, and safety of the school's facilities.
- Oversee day-to-day site operations of the school, working closely with Premises Officers.
- Coordinate and supervise the work of maintenance staff and external contractors to ensure that tasks are completed efficiently and to a high standard.
- Assist in developing and implementing maintenance schedules and plans for the school's facilities.
- Conduct regular inspections of the school's premises to identify areas requiring repair, maintenance, or improvement and relevant daily, weekly, and monthly checks.
- Assist in managing the school's budget for maintenance and repairs, ensuring funds are used effectively and efficiently.
- Support the Site Manager in managing caretaking duties, including the allocation of tasks and ensuring work is completed to a high standard.
- Collaborate with cleaning staff to ensure that cleaning schedules are followed and work is carried out effectively.
- Assist in managing external contractors, including selecting contractors, negotiating contracts, and monitoring the quality of their work.
- Ensure compliance with health and safety regulations and other relevant legislation within the school premises.
- Communicate effectively with the school's staff, parents, and other stakeholders to address any facilities-related issues and keep them informed of ongoing maintenance activities.
- Provide assistance during emergencies or unforeseen incidents that may impact the school's facilities.
- Maintain the upkeep of digital estates systems in place to ensure visibility on compliance and projects.
- Work closely with the School Principal and Business Support Manager to ensure that school requirements and needs are met.
- Support with lettings as required in terms of booking cleaners and caretakers.

AVANTI SCHOOLS TRUST

Job Description

PERSON SPECIFICATION

Criteria		Requirement	
		Essential	*Desirable*
1.	Experience in a facilities management role.	X	
2.	Experience managing a team, including cleaners and caretakers.	X	
3.	Strong knowledge of health and safety regulations and other relevant legislation.	X	
4.	Excellent communication and interpersonal skills.	X	
5.	Strong organizational skills, with the ability to prioritize tasks effectively.	X	
6.	A proactive and positive approach to problem-solving.	X	
7.	A degree or diploma in Facilities Management or a related field is preferred.		X
8.	Commitment to the safeguarding and welfare of all students	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - Child Protection and Safeguarding Policy 2026-2027