

**Estates Manager**

**Required as soon as possible**

**36.25 hours per week, Monday to Friday (full year)**

**Salary: £31,346 to £32,234 (SO 2 - scp 27 to 28) (pay award pending)**

We are looking to recruit an Estates Manager to ensure our school buildings and grounds are safe, secure, clean and well maintained – at all times.

The successful candidate will work under the direction of the Business Manager, and must have a practical, hands on approach to problem solving, whilst also leading the site and cleaning team.

We are looking for candidates who:

* have knowledge and understanding of health and safety and risk management procedures
* have property management experience, including planned and preventative maintenance
* are able to negotiate with outside bodies/contractors/suppliers
* can communicate effectively and build relationships
* are organised and able to meet deadlines
* are able to lead and manage a team

Candidates must be available to work Monday to Friday, 7.30 am to 3.30 pm (36.25 hours per week). Some flexibility will be required to meet the needs of the school, and to attend occasional call outs

**To Apply:**

The preferred method of application is electronically via e-mail to: [recruitment@bthcc.org](mailto:recruitment@bthcc.org)

All applications must be made using the CES application forms. CV’s will not be accepted.

The job description and application form are available on the School’s website: <http://www.bthcc.org.uk/job-vacancies/>

**Deadline for applications is: 12 noon on Friday 21st January 2022**

**Interviews will be held on: week commencing Monday, 24 January 2022**

*Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks, for the successful applicant*