



Vacancy - Estates Operations Manager

Location:

Portico House, 59 Ronald Hill Grove, Leigh on Sea, SS9 2JB

Salary:

Range: Level 7, point 21 to 27 (£32,115 to £37,035 per annum)

Hours of work:

37 hours per week, Monday to Friday, 9am to 5pm (with a 36 minutes unpaid lunch break), 52 weeks per year.

There may also be the requirement to cover external evening/weekend lettings on an overtime basis.

This role will include working outside of normal hours when required and the ability to cover site staff in cases of absence (if it cannot be covered by another site team member). This cover can range between 6.30am and 6.00pm and maybe on a split shift basis.

Start Date:

As soon as possible

Reporting to:

Director of Estates

About the role

We are looking to appoint an enthusiastic Estates Operations Manager to support the multi academy trust (MAT) working primarily at Portico House but will cover all our schools (currently five) in the South Essex area.

The successful applicant will:

- Responsible for the operational oversight of premises staff and the quality, safety and general maintenance of the buildings, grounds, services and facilities for all the sites within the Trust.
- To ensure statutory servicing and compliance activities are carried out, recorded and any remedial actions are completed.
- In the Director of Estates absence, the post holder will be required to deputise the function.



01702 987890



office@porticoacademytrust.co.uk



www.porticoacademytrust.co.uk



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Leigh-on-Sea
Essex, SS9 2JB



A full driving licence and use of your own car is essential as you will be required to travel between sites.

For more information about the role and a description of the type of candidate we are looking for please see the attached Job Description and Person Specification for more detail.

If you wish to apply for this role, please contact Rebecca Sanderson for an application pack at recruitment@porticoacademytrust.co.uk or telephone 01702 987890 x310.

Closing Date: 19th May 2025 at midday

Interview Date: 22nd May 2025

We reserve the right to close this advertisement early if we receive a high volume of suitable applications or are able to fill the position faster than originally anticipated.

Please include a cover letter with your application form, commenting on how you feel you meet the person specification criteria and providing an insight into your relevant experience.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and shortlisted candidates should be aware that the school will consider carrying out online searches as part of the due diligence on short listed candidates.

Application Documents

Support Staff Application Form
Estates Operations Manager Job Description
Estates Operations Manager Person Specification

Application Email:

Email: recruitment@porticoacademytrust.co.uk



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