

## School Premises Manager

### Bohunt Salary Grade 5

Range £32,146 - £35,240 (depending on experience)

Full Time, 37.5 hours per week. 23 days annual leave excluding bank holidays

Some flexibility is required for whole school events and for out of hours key holder responsibilities.

Bohunt Wokingham School is looking for an enthusiastic and committed Premises Manager who is both an effective communicator and can think strategically. The Premises Manager is responsible to the Head of School for the general safety, maintenance and upkeep of the schools premises and grounds, and for providing a safe, secure and clean environment for all our students, staff and visitors.

### Generic Role Purpose

To have overall responsibility for leading and coordinating the work of the site team so as to ensure that the school is able to have high standards of operational effectiveness and to help deliver the aims and ethos of the school. To ensure a safe working and learning environment in accordance with relevant legislation.

The role involves a blend of both physical activity, as well as administrative duties. Ability to use IT systems is essential. Prior experience of working within facilities management would be desirable.

**Please read the attached Job Description before completing your application.**

To learn more about our school, please visit [www.bohuntwokingham.com](http://www.bohuntwokingham.com)

Candidates are welcome to visit the school to discuss the role and gain a sense of our educational ethos and culture.

Potential candidates are advised to apply as early as possible or make informal enquiries for more information to email: [info@bohuntwokingham.com](mailto:info@bohuntwokingham.com)

**CLOSING DATE:** Applications should be received no later than 4th October 2024. Please note we recommend applying early as we will reserve the right to interview as applications are received.

*Bohunt Wokingham is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. The successful candidate(s) will be subject to pre-employment checks, including enhanced DBS checks and satisfactory references.*



Proud to be part of the Bohunt Education Trust