



# The LETTA Trust

## Senior Premises Manager Job Description

### Senior Premises Manager Person Spec

**Job Title:** Senior Premises Manager

**Salary Grade:** PO1

**Hours:** 35 hours per week, all year round

**Contract Type:** Permanent

**Responsible to:** Chief Operating Officer (COO)

**Responsible for:** Premises team and site contract staff

#### Qualifications & Training

- Good standard of literacy and numeracy skills (**essential**)
- Commitment to undertaking relevant training required for the role (**essential**)
- Qualification or training in premises, facilities, estates or site management
- Health & Safety related training (e.g. IOSH, NEBOSH or equivalent)

#### Experience

- Significant experience of premises, estates or facilities management (**essential**)
- Experience of working across multiple sites or buildings (**essential**)
- Experience of coordinating planned maintenance and reactive repairs (**essential**)
- Experience of supervising and/or line managing staff (**essential**)
- Experience of working with external contractors and service providers (**essential**)
- Experience of maintaining safe, secure and compliant buildings (**essential**)
- Experience of working in a school, academy or Multi-Academy Trust environment
- Experience of supporting or monitoring cleaning, security or site service contracts
- Experience of supporting building works or minor capital projects

#### Knowledge & Understanding

- Knowledge of Health & Safety requirements relevant to premises and estates (**essential**)
- Understanding of fire safety, site security and emergency procedures (**essential**)
- Understanding of mechanical, electrical and heating systems in buildings (**essential**)
- Awareness of safeguarding responsibilities within an educational setting (**essential**)
- Knowledge of statutory compliance requirements in schools or academies
- Understanding of Trust-wide estates or central services operating models

#### Skills & Abilities

- Ability to organise, prioritise and manage multiple tasks across different sites (**essential**)
- Strong people management and team leadership skills (**essential**)
- Ability to plan, coordinate and monitor maintenance programmes (**essential**)
- Ability to communicate effectively with staff, contractors, external agencies and senior leaders (**essential**)
- Ability to maintain accurate records and use digital systems for administration and reporting (**essential**)
- Problem-solving skills, including the ability to respond calmly and effectively to emergencies (**essential**)

- Budget monitoring or cost-control skills
- Experience using premises, compliance or task-management portals or systems

### **Personal Qualities**

- Reliable, professional and trustworthy
- Proactive, resilient and resourceful approach to work **(essential)**
- Flexible and adaptable, with the ability to respond to short-notice requests **(essential)**
- Commitment to teamwork and collaborative working **(essential)**
- High standards of personal conduct and integrity **(essential)**

### **Safeguarding & Trust Values**

- Commitment to safeguarding and promoting the welfare of children and young people **(essential)**
- Commitment to equality, diversity and inclusion, and opposition to all forms of discrimination **(essential)**
- Willingness to work flexibly across Trust sites and outside normal hours when required **(essential)**

### **Other Requirements**

- Willingness to undertake an enhanced DBS check **(essential)**
- Ability to travel between Trust sites as required **(essential)**