



The LETTA Trust

Role: Senior Premises Manager

Start date: 1st April 2026

Salary: £44,937 - £45,852 (PT 30 - 31)

Full time, 35 hours per week, Permanent, All year round

About The LETTA Trust

The LETTA Trust is a dynamic and growing Multi-Academy trust committed to combating social inequality and changing lives by providing an excellent education for all our learners. With a focus on collaboration, innovation, and continuous improvement, we strive to create a supportive and inspiring environment where everyone can succeed.

About the role

We are seeking an organised, proactive and collaborative Senior Premises Manager to oversee the day-to-day management of premises, estates and facilities across the LETTA Trust.

Working closely with the Chief Operating Officer (COO), Headteachers and Trust leaders, you will play a key role in creating safe, welcoming and well-maintained environments where children and staff can thrive. You will lead and support premises teams and contractors across Trust sites, ensuring high standards of safety, compliance and service delivery.

This role would suit someone who enjoys working with people, solving problems and making a visible difference to school communities, and who values teamwork, inclusion and continuous improvement.

Key responsibilities:

- Coordinate the effective management of premises, estates and facilities across all five LETTA Trust sites and the central office
- Line manage, support and develop premises team members and cleaning staff, promoting a positive and inclusive working culture
- Plan and oversee maintenance programmes and reactive repairs, working flexibly to minimise disruption to school life
- Work in partnership with the COO and Compliance Officer to maintain safe, secure and compliant school environments
- Build constructive relationships with contractors, service providers and external agencies, monitoring quality and value for money
- Work collaboratively with school leaders and Trust colleagues to support lettings, events and wider Trust activity

Qualifications and experience

Essential:

- A good standard of literacy and numeracy skills
- Experience in premises, estates, facilities or site management, with the ability to manage priorities across one or more sites
- Experience of supporting, supervising or line managing staff or contractors



- Knowledge of health and safety requirements and an understanding of safe, secure building management
- Strong organisational skills and the ability to plan, prioritise and problem-solve effectively
- Confident communication skills and the ability to build positive working relationships
- A commitment to safeguarding, equality, diversity and inclusion, and to the values of the LETTA Trust

Desirable:

- Qualifications or training in premises, facilities or estates management
- Health and safety training (e.g. IOSH, NEBOSH or equivalent)
- Experience of working in an educational or multi-site environment
- Experience of monitoring service contracts or supporting building projects

Benefits:

- The opportunity to make a positive difference to people's lives in our community
- A supportive, collaborative working environment with opportunities for development
- A competitive salary and benefits package

For an application pack visit: <https://www.letta.org.uk/join-us/>

To arrange a visit, please email: hr@letta.org.uk

Completed application forms to be emailed to: hr@letta.org.uk

Closing date: Monday 16th February 2026 **Interviews:** TBC

The LETTA Trust is committed to safeguarding children and young people. All post holders are subject to satisfactory enhanced DBS checks.

We strive for equity in the workplace. We welcome applications whatever your ethnic background, gender, ability, sexuality, religion or age.