



PORTLAND SCHOOL



Portland School Premises Manager

Weeks	Full-time, all year (37 Hours)
Contract	Permanent
Salary Grade	Level 6 Point 12-17: £22571 - £24920 per year

We are looking to recruit an enthusiastic, conscientious and self-motivated person to join our dynamic site team. You will be responsible for the line management of our site team and preferably have maintenance experience, and/or an associated trade.

You will play a crucial role in the management of our school, taking day to day responsibility for the school sites. You will be responsible for maintaining the health, safety and security of all site users. You will ensure essential works and maintenance work is completed on a priority basis.

Responsibilities:

- General site and premises management including ground maintenance
- Staff management
- Health & Safety
- Security
- Maintenance and improvement
- Any other duties considered appropriate by Headteacher.

The Shaw Education Trust offer the following benefits with your Teaching or Support Staff employment:

- An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
- Access to health and wellbeing support via Occupational Health
- Cycle to work scheme
- Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

Please click on the following link to refer to SET [Safeguarding and Child Protection Policy](#)

Portland School and Specialist College is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. The successful candidate will be required to undergo appropriate screening including Enhanced DBS check.



Newcastle Road
Trent Vale
Stoke-on-Trent
ST4 6NS

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.crb.gov.uk

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Success applicants will be subject to an Enhanced DBS check and fitness to work declaration

Please return completed application and recruitment monitoring forms to - Email: portland@portlandschool.net

Closing Date for Applications: Friday 26th August
Interviews: w/c 5th September
Start date: September 2022