



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)**