



## Premises Manager

**Grade:** Grade 8: Scale point 26 to 28: £40,182 to £42,060

**Working Hours:** 36 hours per week, 52 weeks per year (29 days Annual Leave)

Priory School is a community maintained special school for young people with moderate to severe learning disabilities and autism, aged 11 to 19 our current numbers on roll are 140. We are seeking a reliable, proactive, and highly organised Premises Manager to take responsibility for the management, maintenance, safety, and security of our school site. A strong background in premises management is essential.

The successful applicant will ensure that the School Buildings and outdoor areas are safe, well maintained and presented, and available for delivery of education to our students, as well as for the benefit of staff and community users.

### **The ideal candidate will:**

- Have a proven track record in a premises or site management
- Take practical, hands-on, and solution-focused approach to management
- Be able to react and adapt to the changing demands of the School
- work independently and manage competing priorities
- Possess excellent organisational skills; work independently and manage competing priorities; be able to manage a number of contractors and third party providers such as cleaning, maintenance, catering and energy companies
- Have a strong understanding of health and safety management and risk assessment
- Take responsibility for their own personal development, including changes in health and safety legislation (including COSHH) and facilities management skills

### **What we offer:**

- A supportive and welcoming school community
- A varied and rewarding role with real impact on daily school life
- Opportunities for training and professional development
- Employee Assistance Programme

The School site is open between 7 a.m. and 7 p.m. and is covered by the site team by arrangement. Working hours may be subject to variation, in response to the demands of the School calendar.

Visits to the school are welcome. Please telephone the school to arrange an appointment or for further information. Please download the application pack from the School Website, or contact [traceyjones@priorycroydon.org.uk](mailto:traceyjones@priorycroydon.org.uk) for further information. Applications must be made on the Croydon Non-Teaching Application Form, and emailed to the above email address. Your application should include a personal statement addressing how you meet the Person Specification.

Priory School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo appropriate safeguarding checks, including an enhanced adult and children DBS check.

**Closing Date: 13 March 2026**

**Interviews: March (date to be confirmed)**

**Start Date: April 2026**