



NEW COLLEGE LEICESTER
Glenfield Road, Leicester,
LE3 6DN

PREMISES OFFICER – LEVEL 2

We are looking for an enthusiastic, flexible and motivated person to assist in ensuring that the whole school environment is maintained to a satisfactory standard; to oversee the security of the school and to manage a programme of preventative planned maintenance; to be responsible for the efficient running of facilities lettings, ensuring they operate efficiently and effectively and to be an ambassador for the school in relation to the commitment and the philosophy of serving the young people and the community.

The post is for 37 hours per week, 52 weeks per year.

The hours of duty will be as agreed with the Principal and will require working a shift pattern including weekend working. The basic hours of duty may be varied from time to time to meet the needs of the school. The nature of the post warrants the occupant being on call as required.

Salary: Scale 4 – Points 15-18 (£18,870 - £20,541)

Closing date for applications: Friday 14th December 2018 – 12 pm

For further details and an application pack please contact Lynn Dawson, HR/Admin Manager on 0116 231 8501 or email: ldawson@newcollege.leicester.sch.uk

You can also download all the information from our website at www.newcollege.leicester.sch.uk

New College Leicester is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.