

Premises and Health & Safety Manager

Permanent, 37 hours per week, Full Year

Band 6: £25,482 to £28,296 per annum

We Navigate. We Illuminate. We Shelter

James Calvert Spence College seek to appoint a Premises and H&S Manager to join our team of support staff to undertake the responsibility of premises management for our school, ensuring compliance with all current legislation relating to Health and Safety.

The successful candidate will manage two sites, including overseeing general maintenance along with emergency and planned works, external contracts and contractors and ensure that all facilities meet and exceed Health and Safety regulatory requirements.

Above all, you will be able to demonstrate the ability to prioritise an extremely busy schedule and deal effectively with internal and external stakeholders including students and staff. A good working knowledge of Health and Safety management is essential, as is effective team management or supervision experience.

Further information about this vacancy and our school can be found in the candidate information pack. Visits to the school are welcomed and encouraged. Please contact Amy Crawley, Business Manager on 01665 710636 to make an appointment.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Further information about all of our current vacancies is available at www.jcsc.co.uk.

Interested in applying? Completed forms must be emailed to Linda Gordon lgordon01@jcsc.co.uk. The closing date for applications is noon on Monday 26 July and interviews will take place on Thursday 29 July.