



Notre Dame High School

Assistant Premises Manager (Permanent/Full year/37 hours per week)

We wish to appoint an Assistant Premises Manager to support our current Premises Manager with the management of our school site.

The successful candidate will ideally have a trade skill or equivalent experience to support them with the ongoing reactive and proactive maintenance requirements of the site. The requirements are varied, focusing on health, safety, and well-being.

The Assistant Premises Manager will take responsibility for general day-to-day maintenance work, in addition to which, they will support the Premises Manager with their wider remit.

On appointment, it is likely that the working hours will be as follows:

11:00am – 7:00pm Monday to Thursday
11:30am – 7:00pm Friday

This will include locking up duties for the whole site.

It is anticipated that when alternative arrangements are made for covering these duties, the working hours will default to those as stated in the Job Description.

The school is located in the Ranmoor conservation area in southwest Sheffield. It is within the curtilage of Oakbrook House; a grade two listed building, and its grounds are included in the city's list of historic gardens. The site also includes an area of semi-ancient woodland and a stream dammed in the 19th century to form an ornamental boating lake.

Buildings on the site vary greatly in age and style from Oakbrook House built in 1850 as the home of local industrialist Mark Firth to the St. Julie's Building, housing the school dining room, which opened in 2012.

Notre Dame High School expects all candidates to familiarise themselves with our Safeguarding Policy, located on the school website.

Closing date for receipt of completed applications: 12 noon on Friday 20th October 2023

***Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment.
The successful applicant will be required to complete an Enhanced DBS Disclosure.***