



Penryn
College

"Achieving through Challenge"

September 2022

Dear Applicant

Thank you for considering the position of Assistant Premises Manager at Penryn College. We are looking to appoint a full-time friendly, enthusiastic and outgoing Assistant Premises Manager who will enjoy working in a school environment. You will need excellent communication skills, have a flexible approach to work, good operational skills and enjoy working with young people. You will be responsible for the day to day line management and delegation of tasks to the site team. The successful candidate will have previous experience of repairing and maintaining buildings, equipment and grounds.

This is a permanent position which we would like to start as soon as possible. The hours are 37 per week working 8.00am – 4.00pm Monday to Thursday and 8.00am – 3.30pm on Friday with a 30 minute unpaid break each day. Flexibility is essential to cover absence or annual leave as the school site is open from 6.30am – 10pm during the week. The successful candidate will form part of the weekend rota team for lettings on site and this is paid at an additional rate. The role is on a Grade G with a salary range of £19,864 to £25,192. The starting salary is £19,864 but consideration to start higher within the salary range can be discussed at interview and would be based on experience and qualifications.

The annual leave entitlement starts at 23 day per annum plus bank holidays and increases by one day each year up to a maximum of 28 days per annum after five years' service.

Penryn College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicants will be subject to an enhanced DBS check. In accordance with our policies we are unable to process applications without a fully completed application form.

Please return completed application forms along with your covering letter to: vacancies@penryn-college.cornwall.sch.uk or post to: HR Office, Penryn College, Kernick Road, Penryn, TR10 8PZ. The closing date for applications is Thursday 13th October. Interviews will be held on Wednesday 19th October.

Yours sincerely

G Ohly
Gemma Ohly
HR Manager



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