



Penryn
College

"Achieving through Challenge"

June 2023

Dear Applicant

Thank you for considering the position of Maintenance Manager at Penryn College. We are looking to appoint a full-time friendly, enthusiastic and outgoing Maintenance 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 extensive 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 -. The role is on a Grade H with a salary range of £24,969 to £29,681 (pending pay review). The starting salary is £24,969 (pending pay review) but consideration to start higher within the salary range can be discussed at interview and would be based on experience and qualifications.

There is the possibility of accommodation with the role at a reduced and competitive rate, if required. As part of the accommodation package the successful applicant will be expected to lock up the site each evening when the lettings have finished and unlock/lock the site at weekends. This will be covered by a member of the team during periods of annual leave or sickness. During bad weather the successful applicant will be expected to support the relevant staff to ensure the safety and security of the site is not compromised.

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 Friday 14th July at 8am. Interviews will be held on Tuesday 18th July.

Yours sincerely

G Ohly

Gemma Ohly
HR Manager



Headteacher: Tamsin Schouten
Penryn College, Kernick, Penryn, Cornwall TR10 8PZ
T: 01326 372379 F:01326 373194 e:secretary@penryn-college.cornwall.sch.uk www.penryn-college.cornwall.sch.uk

A company limited by guarantee, registered in England and Wales, number 7654298. An exempt charity

