



**BROUGHTON HALL CATHOLIC HIGH SCHOOL**  
Yew Tree Lane  
Liverpool, L12 9HJ  
Telephone 0151 541 9440 / Fax 0151 259 8448  
Email: smithg@broughtonhall.com  
Head Teacher: Mrs S O'Rourke, B.A. (Hons), PGCE

**PREMISES MANAGER**  
**FULL TIME – 35 HOURS PER WEEK (52 WEEKS CONTRACT)**

<b>SALARY:</b>	NJC SCP 26 to 29 - £34,834 - £37,336
<b>CONTRACT TYPE:</b>	Permanent/Full-time
<b>HOURS:</b>	35 hours per week (some flexibility will be required)
<b>CLOSING DATE:</b>	5 <sup>th</sup> March 2025
<b>INTERVIEWS TO BE HELD:</b>	To be confirmed
<b>START DATE:</b>	As soon as possible

The Governing Body of Broughton Hall Catholic High School wish to appoint a Premises Manager to take an active part in site development and facilities. The successful candidate will need to be able to provide a site management service for the school, which includes responsibility for the cleanliness and tidiness of the premises to approved standards, health and safety compliance for the whole school, security and day-to-day maintenance of the school site.

Duties to include:-

- Project manage minor works and carry out school inspections to actively identify maintenance and security requirements, taking prompt action to deal with immediate actions required
- Maintaining an up-to-date knowledge of all relevant Health & Safety legislation and requirements and to serve as the school's Health & Safety Officer
- Effectively line manage the premises staff team and be a key team player
- Manage the premises and building maintenance budgets and complete purchase orders to request works or services to be carried out
- Drive the school minibus with passengers when required
- To play a full part in the life of the school community, to support and contribute to its Catholic mission and ethos

Induction, support and training will be offered to the successful candidate.

Our Trustees are the Sisters of Mercy.

**How to Apply:-** Please complete the school's Application Pack and email to [smithg@broughtonhall.com](mailto:smithg@broughtonhall.com)

**Tour of the school:** This can be arranged for shortlisted candidates please email [smithg@broughtonhall.com](mailto:smithg@broughtonhall.com) to arrange.

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*Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references and Enhanced DBS & Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act - accessed [here](#) . Shortlisted candidates will be required to disclose any relevant criminal history prior to interview. As part of the recruitment process we will carry out an online search as part of our due diligence on all shortlisted candidates prior to interview.*