



TO CARE
TO LEARN
TO ACHIEVE

BEDFORD HIGH SCHOOL
A Specialist Business and Enterprise College
with Applied Learning
Headteacher: Mrs H J Phillips

June 2021

Dear Colleague

Re: Premises Manager required 1st September 2021

Thank you for your interest in the post of Premises Manager at Bedford High School. We are looking to appoint an effective and experienced Premises Manager who will be responsible for ensuring the health, safety and security of our school. The successful candidate will be responsible for the planning, development and provision of effective and efficient management and security of the school providing strategic and operational support. You will lead on the site maintenance, meeting all statutory regulations. You will be working across the site, managing a team of caretakers and have extensive knowledge in the management of buildings. You will have the appropriate practical skills required for the maintenance of buildings. We are looking for a colleague who is enthusiastic, caring, self-motivated, hardworking, organised and able to positively contribute to the ethos of our school. You will have high standards and expectations in all areas of school life and will be committed to a teamwork approach.

At Bedford High School we are dedicated to offering our students a high quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in May 2018. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application.

Closing date: Monday 12th July at 12 noon
Interviews: to be confirmed

I very much look forward to receiving your application.


Yours faithfully

Mrs H.J. Phillips
Headteacher

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